



Commandant
United States Coast Guard

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COMDTNOTE 4400

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COMMANDANT NOTICE 4400

CANCELLED: NOV 5 2001

**Subj: CH-2 TO THE SUPPLY POLICY AND PROCEDURES MANUAL (SPPM),
COMDTINST M4400.19A**

1. **PURPOSE.** This Notice provides changes to the Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19A.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Manual.
3. **DIRECTIVES AFFECTED.** None
4. **DISCUSSION.** The change updates Chapters 1 through 3, where required, and provides some changes to Chapters 4 and 5, the Glossary, Acronyms and Index. The next step will be a complete revision of the manual with G-SLP using a select team of experts from throughout the Coast Guard for its development.
5. **MAJOR CHANGES.** Major changes published in this revision are as follows:
 - a. **Chapter 1.** Chapter 1 directs the Inventory Control Points to follow policy and procedures set forth in the Uniform Supply Operations Manual (USO), COMDTINST M4121.4 rather than the SPPM. Program Managers are now included in the Organizational breakdown and responsibilities. Industrial Support Activities (ISAs) are required to maintain limited inventory (not OM&S) for industrial manufacturing of specific items (e.g., ATON day boards). The Table of Contents is updated in Section B and new associated references and web sites are added in Section C.
 - b. **Chapter 2.** Chapter 2 has been updated to reflect editorial changes.

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- c. Chapter 3. Chapter 3 states that ACNs are to be stocked at the CG ICPs. However, ACNs with CG Item Control Numbers (CG-ICNs) for MICA are assigned to CG unique items listed in APLs which are not stocked by CG ICPs and which can be locally procured. NICNS, used in CALMS, are not used in MICA and are being phased out. Any NICN material still required should be converted to a Coast Guard ICN. Several additions and changes have been made to section 3-B, Federal Supply Groups and Classes. Section 3-E, Federal Logistics Data (FED LOG) states that FED LOG is now available from DLIS on a DVD and via the Internet (both through purchase) as well as on CD-ROM. In addition, units can order other CD-ROM products, such as the Naval Logistics Library, directly from the Navy.
 - d. Chapter 4. Section 4-B changes the definition of SALTS to reflect its current title, Streamlined Automated Logistics Tool Set. Section 4-J, Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards was added. Section 4-K, DOT Fleet Credit Card was consolidated with Section 4-J, Fuel Credit Cards.
 - e. Chapter 5. Specifies items considered OM&S stock and expands on examples, exclusions and expended operating space items. Updates and adds new information pertaining to Unit Stock. Clarifies the frequency of when specific material is to be inventoried. Changes the requirement for quarterly self audits to a semi-annual sample count. Also changes some of the reporting requirements and provides guidance on reporting these requirements to the Fleet Logistics System (FLS). Updates requirements for Interservice Supply Support Agreements (ISSA). Revises/updates policy and procedures for Sales to Other Government Agencies, Public and Commercial for Aviation Fuels, Lubricants, Services and Storage and for Vessels and Other Watercraft.
 - f. List of Acronyms. Additions, deletions and modifications have been made to the List of Acronyms.
 - g. Glossary. Additions, deletions and modifications have been made to the Glossary.
 - h. Index. Additions, deletions and modifications have also been made to the Index.
6. **PROCEDURES**. Remove and insert the following pages as indicated:

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 Recommendations for Improvement

7. **COMMENTS.** Users are encouraged to submit their comments and suggestions via e-mail, mnoll@comdt.uscg.mil, or Letter of Recommendation or via the G-SLP website. The SPPM, as well as all G-SLP directives, are now on the CG website and comments can be provided electronically via a feedback recommendation form. The Recommendation Form can be found on <http://cgweb.uscg.mil/g-s/g-slp/index.htm>.
8. **FORMS AVAILABILITY.** The List of Forms is contained in the original printing of the Supply Policy and Procedure Manual.

COMDTNOTE 4400

Encl: (1) CH-2 to the Supply Policy and Procedures Manual (SPPM), COMDTINST
M4400.19A

Chapter 1

Introduction To The Supply Policy And Procedures Manual

Overview

Introduction

This chapter states Coast Guard supply policy and procedures on how to use the Federal Supply System and commercial sources. The authoritative publications that dictate the contents of this manual are also identified.

In this chapter

This chapter covers the following sections:

Section	Title	See Page
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Associated References

Overview

Purpose

This section lists those references that apply to the material covered in this manual.

Policy

Users shall adhere to the Coast Guard Directives for policy guidance when referenced. OGA handbooks are listed for information only.

References and ordering procedures

Users of this manual should refer to the following publications for additional policy and procedural guidance.

Directives with an "M" designator can be ordered using the procedures found in the Directives Publications and Reports Index, COMDTNOTE 5600. If the directive is not a centrally managed publication, a note is provided for the point of contact. Most Coast Guard directives are also available on a CD-ROM. Contact Commandant (G-SII) for information.

Title	Directive/POC
Accounting Manual	M7300.6 (series)
Accountable Item Management (AIM) User Manual	OSC Martinsburg Support Hotline
Casualty Reporting Procedures	M3501.3 (series)
Certifying and Disbursing Manual	M7210.1 (series)
CMplus User Manual	OSC Martinsburg Support Hotline
Coast Guard Acquisition Procedures	M4200.19 (series)
Coast Guard Rescue and Survival Systems Manual	M10470.10 (series)

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References and ordering procedures (continued)

Title	Directive/POC
Defense Logistics Agency Customer Assistance Handbook	DLA (703) 274-7871
Defense Utilization and Disposal Manual	DoD 4160.21M
Coast Guard FINCEN Standard Operating Procedures (SOP)	FINCENINST 7000.1
DLA Instruction on Credit Card Use	INST4280.1
Electronics Manual	M10550.25 (series)
Federal Acquisition Regulations (FAR)	G-CPM
FED LOG Users Handbook	DLSC (616) 961-4725
GSA Customer Assistance Guide	GSA (800) 488-3111
Hazardous Waste Management Manual	M16478.1 (series)
Inspection, Packaging, Handling, Storage and Transportation Handbook	M4450.1 (series)
LUFS User Manual	FINCEN
MILSTRIP/MILSTRAP Desk Guide	NAVSUP 409 NSN 0530-LP-186-6700
Oracle Fixed Asset Module Barcode Users Manual	IFAMS Hotline (757) 365-6556
Oracle Fixed Asset Module Users Manual	IFAMS Hotline
Ordnance Manual	M8000.3 (series)
Property Management Manual	M4500.5 (series)
Reporting Suspected Overpriced Parts	COMDTINST 4408.7
SCAMP Users Handbook	OSC Martinsburg Support Hotline
Simplified Acquisition Procedures Handbook	M4200.13 (series)
STAR User Manual	OSC Martinsburg Support Hotline
Subsistence Manual	M4061.3 (series)
Transportation of Freight	M4610.5 (series)

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Associated References, Continued

Web Sites

Following is a list of useful Web Sites:

- Defense Logistics Support Command
<http://www.supply.dla.mil>
- Defense Supply Center, Columbus, Ohio
<http://www.dscc.dla.mil>
- Defense Supply Center Richmond
<http://www.dscr.dla.mil>
- Defense Supply Center Philadelphia
<http://www.dscp.dla.mil>
- Defense Logistics Services Center
<http://www.dlsc.dla.mil>
- Defense Reutilization and Marketing Service
<http://www.drms.dla.mil>
- Defense National Stockpile Center
<http://www.dnsc.dla.mil>
- Defense Distribution Center
<http://www.supply.dla.mil>
- Defense Logistics Agency
<http://www.dla.mil>
- Defense Logistics Agency Publications Service
<http://www.dlaps.hq.dla.mil>
- Defense Logistics Information Service
<http://www.dlis.dla.mil>
- Defense Energy Support Center
<http://www.desc.dla.mil>
- General Services Administration
<http://www.gsa.gov>

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Associated References, Continued

Web Sites (continued)

- Defense Headquarters Directives and Records Branch
<http://web7.whs.osd.mil/corres.htm>
 - United States Navy Logistics Library
<http://www.nll.navsup.navy.mil>
 - United States Coast Guard Logistics Directorate
<http://cgweb.uscg.mil/g-s/g-sl/g-slp/slp/index.htm>
<http://cgweb.uscg.mil/g-s/g-sl/g-sls/sls/index.htm>
 - United States Coast Guard Engineering Logistics Center (Aton)
<http://cgweb.elcbalt.uscg.mil>
 - SPPM Website
<http://cgweb.uscg.mil/g-s/g-slp.SPPM%20index.HTM>
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Chapter 2

Logistic Management Systems (LMS)

Overview

Introduction

This chapter describes the federal systems that the U. S. Coast Guard (CG) will interface with through STAR/ARMS or [CMplus](#), when requisitioning materiel from the Federal Supply System (e.g., Department of Defense (DoD), Other Government Agencies (OGA) Coast Guard Engineering Logistics Center (ELC) and Aircraft Repair and Supply Center (ARSC).

In this chapter

The information provided in the following sections applies to all operational units of the CG.

Section	Title	See Page
A	Defense Logistics Management System (DLMS)	2-A-1
B	Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) System	2-B-1
C	Uniform Materiel Movement and Issue Priority System (UMMIPS)	2-C-1
D	Defense Automatic Addressing System (DAAS)	2-D-1

Section A

Defense Logistics Management Systems (DLMS)

Overview

Introduction

DLMS is a series of procedures that allows users to communicate standardized logistics data between Federal services/agencies and commercial contractors.

Coast Guard Participation in DLMS

The Coast Guard will actively participate in DLMS, along with both the DoD and non-DoD services/agencies, and provide comments on matters affecting Coast Guard supply support.

In this section

The topics in this section describe only DLMS procedures used by CG units, and explain its purpose and functions in support of logistics supply support.

Topic	Page
Military Standard Requisitioning and Issue Procedures (MILSTRIP)	2-A-2
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	2-A-4
Defense European and Pacific Redistribution Activity (DEPRA) Procedures	2-A-6

Military Standard Requisitioning and Issue Procedures (MILSTRIP)

Purpose

MILSTRIP is a DoD Defense Logistics Management System consisting of standards, procedures, codes, formats, documents and time standards for requisitioning materiel and obtaining supply status. MILSTRIP facilitates the exchange of logistics data by electronic communications, mail, telephone or courier between requisitioner and sources of supply.

Policy

- Coast Guard participates fully in MILSTRIP.
 - Coast Guard requisitioning systems shall be MILSTRIP compatible.
-

References

- STAR User Manual
 - [CMplus](#) User Guide
 - DoD 4000.25-1-M - DoD MILSTRIP Manual
 - Supplement 1 to DoD 4000.25-1-M - MILSTRIP Routing Identifier and Distribution Codes.
 - Supplement 2 to DoD 4000.25-1-M - Contains the European and Pacific Redistribution Activity (DEPRA) procedures.
 - Supplement 3 to DoD 4000.25-1-M - Defense Logistics Management System Electronic Data Interchange (DLMS/EDI) will be implemented in the future.
 - NAVSUP PUB 409 MILSTRIP/MILSTRAP Desk Guide.
 - DLA Customer Assistance Handbook.
-

Continued on next page

Military Standard Requisition and Issue Procedures (MILSTRIP), Continued

Responsibilities

The following table list the responsibilities of various commands for use of MILSTRIP:

Command	Responsibility
Commandant (G-SLP)	<ul style="list-style-type: none">• Develop and implement MILSTRIP policies and procedures within the Coast Guard.• Serve as a member of the DoD Supply Process Review Committee (PRC).• Serve as Coast Guard point of contact for all MILSTRIP issues to the Defense Logistics Management System Office (DLMSO).• Initiate and monitor internal Coast Guard MILSTRIP training programs.
MLCs, District Commanders, Headquarters Units and ELC/ARSC	<ul style="list-style-type: none">• Ensure compliance of MILSTRIP policies and procedures.• Implement and monitor MILSTRIP changes and revisions promulgated by Commandant (G-SLP).• Provide feedback for improvements to MILSTRIP to Commandant (G-SLP).

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)

Purpose

MILSTRAP provides standard procedures, codes and formats for reporting:

- Decapitalization
 - Physical Inventory Request/Count/Notification
 - Materiel Requisitions
 - Stock Number Changes
 - Materiel Support
 - Storage Information
 - Materiel Receipt
 - Issues
 - Inventory Adjustments
 - Due-Ins
 - Backorders
 - Logistics Transfers/Reassignments
-

Policy

CG units will use MILSTRAP procedures for processing receipts in automated systems provided.

Definition

MILSTRAP is a Defense Logistics Management System (DLMS) that provides a timely and cost effective way to transmit inventory management and distribution data and to record financial transactions. Information is transmitted either electronically or by mail between ICPs, stock points, units, and services/agencies.

Continued on next page

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), Continued

References

- DoD 4000.25-2-M, MILSTRAP manual
- STAR User Manual
- [CMplus](#) User Guide

Coast Guard roles

The following table lists the responsibilities of various commands for MILSTRAP:

Unit	Responsibility
Commandant (G-SLP)	<ul style="list-style-type: none">• Develop and implement MILSTRAP policies and procedures for the CG.• Serve as CG member on DoD's Process Review Committees (PRC).• Ensure compliance with MILSTRAP policy and procedures.• Serve as point of contact for MILSTRAP issues to the DLMS office.
ELC/ARSC	<ul style="list-style-type: none">• Implement and monitor MILSTRAP changes and revisions as promulgated by Commandant (G-SLP)• Provide feedback for improvement to Commandant (G-SLP) on MILSTRAP as it applies to the CG.
Operating Units	<ul style="list-style-type: none">• Maintain record of receipt with STAR/SCAMP/CMplus.• Transmit receipts to ARMS2 through STAR/CMplus.

Defense European and Pacific Redistribution Activity (DEPRA) Procedures

Purpose

The Defense European and Pacific Redistribution Activity (DEPRA), supplement 3 to DoD 4000.25-1-M, provides guidance for Coast Guard (CG) participation. It is a service of the Defense Automatic Addressing System (DAAS).

DEPRA provides a central system for screening and redistribution of DoD assets among European and Pacific activities. It:

- Maximizes the redistribution of potential excess assets among DoD and authorized civilian agencies.
- Precludes the concurrent procurement and disposal of the same items by different DoD services or civilian agencies.
- Reduces the expenditure of transportation funds for shipment of items overseas when similar items are already available in the overseas area.
- Reduces item screening time among all potential users.
- Eliminates the duplication of separate redistribution systems among the military services and civilian agencies.

Policy

CG participation in DEPRA is limited to those Pacific or European activities listed in the Defense Automatic Addressing System Center (DAASC) as authorized requisitioners. All requests for authorization shall be forwarded to Commandant (G-SLP).

CG position on the DEPRA priority list is just below DoD retail activities worldwide and above all other federal agencies.

Continued on next page

Defense European and Pacific Redistribution Activity (DEPRA) Procedures, Continued

Responsibilities

- Commandant (G-SLP) will monitor servicewide participation in DEPRA.
 - Maintenance and Logistics Commands, district commanders and commanding officers of authorized requisitioners shall ensure that CG participation in DEPRA is accomplished to the fullest extent possible to fill known or future requirements ONLY and not for stockpiling or acquiring unauthorized items of supply.
-

Section C

Uniform Materiel Movement and Issue Priority System (UMMIPS)

Overview

Purpose

UMMIPS responds to prioritized materiel requirements so a command can carry out its assigned mission. This system establishes time frames that ensure adequate response to unit needs.

In this section

Topics in this section state policy and responsibilities, and explain how to use each segment of UMMIPS.

Topic	See Page
UMMIPS Policy And Responsibilities	2-C-2
UMMIPS Delivery Time Requirements	2-C-5
Force Activity Designator (FAD) Assignments	2-C-6
Urgency of Need Designator (UND) Assignments	2-C-11
Priority Designator (PD) Policy	2-C-12
Determining Priority Designator (PD)	2-C-13

Continued on next page

UMMIPS Policy and Responsibilities

Policy

The Coast Guard (CG) will follow UMMIPS policies and procedures in accordance with DoD Directive 4410.6, as amended, to requisition items in the Federal System (e.g., Coast Guard, GSA, DoD, DLA).

Under UMMIPS, the CG will:

- abide by the FAD requirements and assignments
- comply with the UND requirements
- use a Priority Designator (PD)

Responsibilities

The following table lists the responsibilities of various commands when using UMMIPS:

Activity	Responsibilities
Commandant (G-SLP)	<ul style="list-style-type: none">• Issue policy guidance on CG use of UMMIPS.• Ensure system-wide compliance including specific reviews of priority assignments.• Emphasize to subordinate commands necessity of policy compliance for priority assignments.• Require investigation of reports of suspected abuses of the priority system and take corrective action.• When deliberate and intentional overstatement of assigned priorities is evident, provide corrective measures, including disciplinary measures if warranted.• Establish and administer procedures for priority assignments to shipments of new procurement materiel from contractor's plants and for contractor's use in ordering Government Furnished Equipment (GFE).• Assign initial FAD (other than FAD I) to CG units, operations, special projects, programs and contractors.

Continued on next page

UMMIPS Policy and Responsibilities, Continued

Responsibilities (continued)

Activity	Duties Performed
Commandant (G-SLP), (continued)	<ul style="list-style-type: none">• Approve field project requests that qualify for FAD II assignment and designate a temporary termination date upon approval.• Coordinate FAD assignments with Commander (G-O), (G-N) and (G-M) as required.• Conduct periodic reviews of FADs III, IV and V assignments of MLCs, ICPs, and Headquarters Units.• Assign expiration dates to temporary FADs.• Review overall system performance to ensure adequate responsiveness.• Review DAAS Logistics Information Data Service (LIDS) reports to ensure System Performance.
District Commanders, MLCs	<ul style="list-style-type: none">• Ensure policy compliance.• Assign FADs III, IV and V to units under their commands beyond initial assignment by Commandant (G-SLP)• Maintain current records of FAD assignment.• Ensure compliance of FAD assignment.• Emphasize to subordinate commands necessity of policy compliance for priority assignments.• Provide Commandant (G-SLP) with recommendations for improvement to UMMIPS in writing.
ELC/ARSC	<ul style="list-style-type: none">• Procure materiel to meet Priority 01 through 08 requisitions without challenge; except when records indicate requisitions are suspect based on review of priority, project code, quantity or known end use application

Continued on next page

UMMIPS Policy and Responsibilities, Continued

Responsibilities (continued)

Activity	Duties Performed
ELC/ARSC (continued)	<ul style="list-style-type: none">• Notify appropriate District Commander, MLC, Headquarters Unit, after issue of any suspect priority 01 through 08 requisitions, with copy to Commandant (G-SLP).
Commanding Officers, Officers-in Charge	<ul style="list-style-type: none">• Ensure compliance with UMMIPS standards.• Either personally review or delegate in writing to specific personnel the authority to review the Urgency of Need Designator (UND) requirements (except CASREPS) to certify that the urgency of need was accurately determined due to inability to perform the assigned mission. This review will be accomplished prior to the transmission of requisitions to the supply source.• Ensure accurate application of FAD assignment.

UMMIPS Delivery Time Requirements

Processing time

The following tables establish delivery dates by priority designator.

Processing Time:

Task	Priority Designators		
	01-03	04-08	09-15
1. Action Screening/Assign	1 day	1 day	2 days
2. Source of Supply Availability Determination	1 day	1 day	3 days
3. Depot/Storage Site Determination	1 day	2 days	8 days
4. Transportation Hold & transit to CONUS, Canada or Port of Embarkation (POE)	3 days	6 days	13 days

Delivery time

Delivery time:

Destination	Priority Designators		
	01-03	04-08	09-15
CONUS POE	2 days	12 days	31 days
Alaska/Hawaii, Caribbean	3 days	16 days	69 days
Europe/Africa	7 days	16 days	81 days
WESTERN PACIFIC	7 days	17 days	93 days

NOTE: The time standards above are the number of calendar days from the Julian date on the requisition.

They represent the cumulative days normally required for:

- Requisition submittal
- Availability determination and shipment planning
- Transportation and delivery
- Receipt processing by requisitioner

Force Activity Designator (FAD) Assignments

Purpose

The Force Activity Designator (FAD) indicates the importance of a unit's mission, its type of installation, project or program with respect to national objectives.

- A Force or Activity may be a unit, organization, body of troops, ships and aircraft performing a function or mission.
 - A FAD is an assigned number code from Roman Numerals I through V.
-

FAD Assignments

The following are the FAD assignments for CG Mission Support Programs:

FAD	Unit
II	Headquarters Cutters (WAGB, WHEC, WMEC, WPB) Air Stations/Facilities Loran C Stations (Including A/C and Monitors) National Drug Interdiction Task Force/Group Strike Teams Also for units with supporting programs and ordering mission related materiel for: <ul style="list-style-type: none">• Law Enforcement• Search and Rescue• Oil Pollution Abatement• Aircraft Service Acceptance• Trials conducted by Board of Inspection and Survey

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

FAD Assignments (continued)

FAD	Unit
III	Districts Maintenance and Logistics Commands ISC's Stations Academy Aviation Technical Training Center, Mobile RTC Yorktown Engineer Logistics Center (ELC) Training Centers NMLB School R&D Center Electronics <ul style="list-style-type: none"> • Support Unit • Support Detachment • Shops - Telephone Radar Installation Teams Communications Stations AIDS to Navigation Teams (ATONS) Coast Guard Yard Aircraft Repair and Supply Center (ARSC) Ship Repair Detachment Vessel Traffic Services Primary Crew Assembly Facility Small Arms Repair Shops Cutters (the following classes): WLB, WYTL, WIX, WLI, WLIC, WLM, WTGB, WLR Boating Safety Detachment/Team

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

FAD Assignments, (continued)

FAD	Unit
III Cont.	Liaison Officer (NAVICP, DPSC, MSC Oakland) Light Stations Loran C Detail Marine Safety Offices/Detachments/Zones Port Safety Stations/Detachments National Data Buoy Detachments Mobile Dental Detachment Resident Inspection Offices (RIOs) Project Resident Offices (PROs) Marine Inspection Offices Marine Safety Officers
IV	Command and Control Engineering Center (C2CEN) Depots Fire and Safety Test Facility Merchant Marine Details Liaison Officer, CINCLANTFLT Human Resources Service and Information Center CG Institute

Determining unit FAD

FAD assignments for CG use are based on the following:

Type of FAD	Installation Project or Program
FAD I	<ul style="list-style-type: none"> CG peacetime programs of vital national concern. During wartime or hostilities as required by the Chief of Naval Operations (CNO). Authorized by the Joint Chiefs of Staff (JCS) and approved by the Secretary of Defense.

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

Determining unit FAD (continued)

Type of FAD	Installation Project or Program
FAD II and III	<ul style="list-style-type: none"> • Conditions considered to exist when Not Mission Capable Supply (NMCS); Casualty Report (CASREP); Partial Mission Capable Supply (PMCS) and Anticipated Not Mission Capable Supply (ANMCS) impede the assigned mission(s) of the unit. • CG units included under DOD Navy Force Status (NAVFORSTAT). Reporting to Worldwide Military Command and Control Systems (WWMCCS) based on depth of readiness and combat support. • CG units engaged in logistics support of Search and Rescue (SAR). • CG units engaged in Law Enforcement missions. • FAD II assignments are approved for aircraft service acceptance trials conducted by the Board Of Inspection and Safety.
FAD IV	<ul style="list-style-type: none"> • CG units performing secondary type missions (e.g., host support functions (depots), activities such as testing, research, liaison duties).
FAD V	<ul style="list-style-type: none"> • CG units performing administrative, training, inspection, medical liaison, and reserve missions.

Initial or change procedure for FAD assignment

CG units will perform FAD assignment in accordance with the following steps:

Step	Action
1	Submit letter request to Commandant (G-SLP).
2	Provide project title.
3	Describe project.
4	Indicate length of Time FAD assignment required.
5	Provide statement when project is approved and funded.

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

**Initial or change
procedure for FAD
assignment**
(continued)

Step	Action
6	Give justification for assignment of FAD.
7	Provide list of major CG Commands and program/support managers where interest exists.
8	Provide points of contact, organization code, phone numbers.

Exceptions

Temporary higher FAD use is authorized under the following conditions:

- Stock Exhaustion - local stock is exhausted and immediate end use item must be requisitioned from a supported activity.
 - Materiel Returns - FAD assignment DOES NOT APPLY to materiel returns.
-

Urgency of Need Designator (UND) Assignments

Purpose	The Urgency of Need (UND) designator is used to describe a Coast Guard (CG) unit's needs in requisitioning materiel.
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Description	The UND is an alphabetic code, from A to C, which is used to identify the specific type(s) of unit needs.
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Determining Code UND	It is CG policy to use UND designators when determining materiel needs and requirements. UND's will be assigned as follows:
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UND Code	Explanation
A	Materiel needed for immediate use; without it, the unit is unable to perform its mission or to make urgent repairs to essential equipment.
B	<ul style="list-style-type: none">• Materiel needed for immediate use; without it, the unit's mission capability is impaired.• Materiel needed for repair of auxiliary equipment, or to replace safety levels where the last spare has been issued.
C	Materiel needed for scheduled repairs, replenishment of stock and other routine purposes.

Priority Designator (PD) Policy

Purpose

The Priority Designator (PD) is used by the supply system to satisfy competing materiel requirements and stocking activity processing, except transportation mode selection.

Policy

The Coast Guard (CG) will utilize the PD when requisitioning from the Federal Supply System (e.g., Coast Guard, GSA, DoD, DLA) and it will be assigned as follows:

- The PD to be used when a unit orders an item will be based on the Force Activity Designator (FAD) and the Urgency of Need Designator (UND).
 - Only one priority will be assigned to each requisition and modified based on a change in the UND.
 - The priority will determine materiel allocation and stocking activity processing.
 - Only immediate requirements will be requisitioned under priorities 01 through 03.
 - Priority requisitions 05 through 15 will be transmitted by STAR/[CMplus](#).
 - All requisitions will be processed through automated systems provided. Requisitions may be transmitted via other media means (i.e., msg) only when CG automated systems are nonfunctional and for exception requisitions A0D/A0E or A04/A05.
-

Determining Priority Designator (PD)

Table

The following table is used to determine the priority designator given to a unit's assigned FAD and selected urgency of need designator:

UND		FAD				
Designator	Description	I	II	III	IV	V
		Priority Designators				
A	Mission Critical materiel needed immediately for repairs to essential equipment	01	02	03	07	08
B	Materiel needed: <ul style="list-style-type: none"> • to maintain full mission capability • to repair auxiliary equipment • to replace safety levels when last spare has been issued 	04	05	06	09	10
C	Materiel needed for: <ul style="list-style-type: none"> • Scheduled repairs • Replenishment of stock • Other Routine Purposes 	11	12	13	14	15

Continued on next page

Determining Priority Designator (PD), Continued

Exceptions

The following exceptions are authorized without regard to FAD:

Topic	Action
Material Returns	<ul style="list-style-type: none">• Priorities assigned to materiel returns are determined by the Materiel Manager based on importance of materiel being returned.• Priority 03 and 06 are used to return critical and intensive management items.• Priority 13 is used for all routine materiel returns.

In the special circumstances listed below, priorities may be used as indicated by all requisitioners without regard for FAD:

- Use Priority 02 for support of the SAR program.
- Use Priority 02 for support of Law Enforcement and Oil Pollution abatement programs.
- Use priority 02 for medical or disaster supplies or equipment required immediately for:
 - Prolonging life
 - Relieving avoidable suffering
 - Expediting recovery in case of injury, illness or disease
 - Avoiding or reducing the impact of epidemics or similar potential mass illness or diseases when professional opinion dictates that the probability is imminent.
- Use priority 03 for emergency supplies or equipment required immediately for controlling civil disturbance, disorder or rioting.
- Use priority 06 for emergency supply of individual or organizational clothing required immediately to provide a minimum of essential clothing to active duty CG military personnel who are without required clothing.
- If stocks are exhausted and the local supply activity must requisition a specific immediate end-use item for a supported activity with a higher FAD, the local supply activity may assign a priority equal to the higher priority authorized for use by the unit supported.

Continued on next page

Determining Priority Designator (PD), Continued

Exceptions (continued)

- The quantity of materiel included on priority 01 through 08 requisitions is restricted to the amount necessary to satisfy the immediate requirement. Requisition additional quantities required to replenish stocks under appropriate priority 09 through 15. DO NOT include immediate end-use requirements in order to achieve a higher priority.
 - Priorities may be upgraded or downgraded in accordance with MILSTRIP contained in the applicable DoD MILSTRIP or publication and Chapter 4 of this manual.
-

Section A

Federal Catalog System (FCS)

Overview

Purpose

- The FCS is an essential management tool, used within and between Department of Defense (DoD) activities, Civil Agencies and foreign governments.
- The purpose is to obtain, verify, record and provide item identification and supply management information to CG customers. It applies to items frequently procured, stocked and controlled, subject to central inventory management, reporting, distribution and disposal.

FCS Objectives

The FCS is a Government-wide program, administered by DoD and the General Services Administration (GSA) to:

- Establish a single supply language of item identification.
- Provide accurate information to identify an item of supply.
- Record the Source of Supply (SOS) for each item.
- Record the government activities that manage and use each item.
- Provide other supply management data (e.g., freight, standardization).
- Identify Substitutability/Interchangeability in FLIS.
- Promote exchange of data between all DoD components, Civil agencies, NATO and other foreign countries and industry.

Continued on next page

Overview, Continued

Standardization objectives

To achieve effective supply support and significant savings through:

- Increased efficiency resulting from management, procurement, installation and repair of new items.
 - Lower purchasing costs resulting from large volume buying.
 - Fewer procurements, inspections, receiving and accounting actions.
 - Reduced holding costs.
 - Reduced costs of cataloging.
-

In this section

Topic	See Page
Coast Guard Policy in the Federal Catalog System (FCS)	3-A-3
ELC/ARSC Catalog Responsibilities	3-A-5
Item Identification	3-A-8

Coast Guard Policy In the Federal Catalog System (FCS)

Policy

The CG shall participate in both the FCS and Standardization (Interchangeability and Substitutability (I&S)) Programs. To do this the Coast Guard shall:

- Use the FCS to the fullest extent possible to acquire materiel. When materiel is not available from the FCS using MILSTRIP, or from the Federal Supply System, the CG will use Simplified Acquisition Procedures to acquire materiel on the open market.
 - Use provisioning and preprocurement screenings to obtain maximum use of existing National Stock Numbers (NSNs).
 - Interface with FLIS to achieve cataloging and standardization program objectives.
-

I&S Program

The I&S program is an effective tool to reduce the number of items already in the supply system and to prevent the entry of new items when already existing items will suffice.

Definitions of an interchangeable and substitutable item are as follows:

Interchangeable Item	Substitutable Item
One, two or more items which possess functional and physical characteristics equal in performance and durability. Such items are capable of being exchanged one for the other without alteration or hindering their performance.	Must: <ul style="list-style-type: none">• Be physically and functionally equal to all items for which it is being considered as a substitute.• Meet Interchangeable definition.• Be economically advantageous to the CG.

The ELC and ARSC will review new items introduced into the supply system to determine whether items already exist in the system that can do the job. If existing items are found, the new items will not be introduced.

Continued on next page

Coast Guard Policy In the Federal Catalog System (FCS),

Continued

Authority

The authority under which the FCS operates is:

- The FCS Policy Manual, DoD 4140.1
 - The Federal Logistics Information System (FLIS) Procedures Manual, DoD 4100.39-M (series)
-

ELC and ARSC Catalog Responsibilities

Introduction

The ELC and ARSC are responsible for cataloging and maintaining any CG managed materiel within the Federal Supply System.

Activity codes defined

Activity codes provide field units with points of contact for cataloging requests and assistance.

Coast Guard activity codes

The Federal Catalog System (FCS) has assigned the following activity codes to the CG. They are:

Activity Code	Activity
XG/XF	Commanding Officer USCG Engineering Logistics Center Mail Stop 25/ Code 028 Baltimore, MD 21226-5000
XH	Commanding Officer, USCG Aircraft Repair & Supply Center ATTN: Code 2500 Elizabeth City, NC 27909-5001

Continued on next page

ELC and ARSC Catalog Responsibilities, Continued

Cataloging process

Cataloging is performed by the ICPs in three stages as follows:

Stage	Action
I	<p>Screen the Federal Catalog System for an existing National Stock Number (NSN):</p> <ul style="list-style-type: none">• If an item has been selected as a Supply Support Candidate, identify the actual manufacturer part number, Commercial and Government Entity (CAGE) code, physical, electrical, and mechanical characteristics.• If an item cannot be identified to an existing NSN, establish the item in the Federal Catalog System.
II	<p>Catalog a new item into the FCS for NSN assignment:</p> <ul style="list-style-type: none">• If no NSN exists for an item, determine if the item shall be centrally managed or locally (unit level) procured.• If it is determined that the item will be centrally managed and an NSN is required, prepare an Item Entry Proposal. In the proposal, detail all the cataloging requirements per DoD/FLIS procedures and submit to the Defense Logistics Information Service (DLIS) for assignment of an NSN.• If DLIS assigns a new NSN and the CG is assigned Inventory Management responsibility, the CG will maintain and support the item.
III	<p>If the CG has management responsibility for an NSN, inform DLIS of all changes that affect the cataloged item (e.g., price changes, additional manufacturers, change in availability, change in item manager).</p>

Continued on next page

ELC and ARSC Catalog Responsibilities, Continued

Cataloging exceptions

- A cataloging action/request for NSN is not required when an item is:
 - Procured on a one time basis
 - Furnished by a contractor in fulfillment of service contracts and is consumed in performance of the service.
 - A printed form, chart, manual, book or other documents.
-

Item Identification

Introduction

This section describes the Supply Catalogs and Related Publications available to the Coast Guard (CG).

Background

Identification of items means naming, identifying, classifying and assigning a National Stock Number (NSN) to all items recorded in the Federal Catalog System (FCS).

Purpose

An item of supply is distinguished by its physical and functional characteristics and is the foundation for the identification or cataloging process.

Kinds of Cataloging Documents

Materiel identification does not end with the assignment of a National Stock Number (NSN). A variety of documents are now available to assist CG units in the identification of items of supply.

- There are two kinds of documents available to CG customers - item related handbooks and catalog handbooks. Federal Catalog documents are distributed by the Defense Logistics Information Service (DLIS), Battle Creek, MI.
-

Process

The following are the various stages, not in any particular order or importance, in the item identification process.

WHAT IS IT?	EXPLANATION
Item Name	A single name is given to each item of supply, which is found in the Federal Item Name Directory.
Item Identification	Items of supply are described by their essential characteristics (e.g., physical, mechanical, electrical, material, dimensional, and performance data). If the item cannot be fully described, only the part or reference number is cited.

Continued on next page

Item Identification, Continued

Process (continued)

The following are the various stages, not in any particular order or importance, in the item identification process.

WHAT IS IT?	EXPLANATION										
FSC System	Each item is classified by a four-digit Federal Supply Classification (FSC) code found in the H2 handbook or CD-ROM product. The first two digits of the code identify the group, and the last two digits identify the classes within the group.										
National Stock Number (NSN)	<p>DLIS assigns NSNs to items upon their entry into the FCS. One, and only one, National Item Identification Number (NIIN) is assigned to each item of supply. NSN format is as follows:</p> <table><tr><td>NSN</td><td>5965-00-892-3597</td></tr><tr><td>5965</td><td>First four digits show the FSC</td></tr><tr><td>00</td><td>National Codification Bureau (NCB) number. Codes assigned to various NATO countries that produce an item of supply.</td></tr><tr><td>892-3597</td><td>Remaining digits are serially assigned</td></tr><tr><td>00-892-3597</td><td>Last nine digits comprise the National Item Identification Number (NIIN)</td></tr></table> <p>*NOTE: The FSC may be subject to change.</p>	NSN	5965-00-892-3597	5965	First four digits show the FSC	00	National Codification Bureau (NCB) number. Codes assigned to various NATO countries that produce an item of supply.	892-3597	Remaining digits are serially assigned	00-892-3597	Last nine digits comprise the National Item Identification Number (NIIN)
NSN	5965-00-892-3597										
5965	First four digits show the FSC										
00	National Codification Bureau (NCB) number. Codes assigned to various NATO countries that produce an item of supply.										
892-3597	Remaining digits are serially assigned										
00-892-3597	Last nine digits comprise the National Item Identification Number (NIIN)										

Continued on next page

Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION
Special Material Identification Code (SMIC)	<p>Two-positioned alpha or alphanumeric code, assigned by the Naval Supply Systems Command (NAVSUP) to certain NSNs which require:</p> <ul style="list-style-type: none">• Source of Quality Control• Technical design or configuration control• Special controls for procurement, receipt, inspection, test, storage and/or issue <p>When assigned, the SMIC will be suffixed to the NSN in all supply documents as follows:</p> <p>5330-00-020-1234-X3</p>
Items not assigned NSNs	<p>Some items are normally not assigned an NSN. The following are some examples:</p> <ul style="list-style-type: none">• Parts of an End Item or Major Assembly• Industrial Processes (Assembly Methods or Fabrications)• Major End Items (Aircraft, Cutters, Tanks)• Printed Material• Real Estate• Research and Development Materials

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Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION								
CG Catalog Interface with the FCS	<p>ICPs provide cataloging expertise in Hull, Mechanical and Electrical (HM&E), Electronics and Aircraft Parts. ELC/ARSC cataloging actions include:</p> <ul style="list-style-type: none"> • Entering CG Unique items of supply into the FCS • Ensuring NSNs are assigned for all items which are centrally managed or procured. NSNs will be used in all supply management functions and publications • Establishing/maintaining item identification and management data for DLIS publications 								
NSN Criteria	<p>Items subject to stockage for supply support or repetitive procurement, distribution and issue. These will be named, identified, classified and numbered for inclusion in the FCS.</p>								
Activity Control Numbers (ACNs)	<p>ACNs are configured similar to NSNs (13 digits, except that the last 9 characters may not all be numerics). These items are stocked at CG ICP's.</p> <p>The following provides the configuration of CG ICP ACNs:</p> <table> <tr> <th><u>Item Cataloged by ICP's</u></th><th><u>ACN Format</u></th></tr> <tr> <td>ELC (Acty XF)</td><td>1234-01-F**-1234</td></tr> <tr> <td>ELC (Acty XG)</td><td>1234-01-G**-1234</td></tr> <tr> <td>ARSC (Acty XH)</td><td>1234-01-H**-1234</td></tr> </table>	<u>Item Cataloged by ICP's</u>	<u>ACN Format</u>	ELC (Acty XF)	1234-01-F**-1234	ELC (Acty XG)	1234-01-G**-1234	ARSC (Acty XH)	1234-01-H**-1234
<u>Item Cataloged by ICP's</u>	<u>ACN Format</u>								
ELC (Acty XF)	1234-01-F**-1234								
ELC (Acty XG)	1234-01-G**-1234								
ARSC (Acty XH)	1234-01-H**-1234								

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Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION
Activity Control Numbers (ACNs), (continued)	<p>Types of items that will have an ACN in lieu of NSN include:</p> <ul style="list-style-type: none"> • Patterns and Molds • Materiel stored for a short time • Certain tool kits • Electronic field changes • Bulletins • Certain Containers
Additional ACNs	<p>There are other ACNs used by the ICPs. They can be:</p> <ul style="list-style-type: none"> • CG Item Control Numbers (CG-ICN) for MICA. Assigned to CG unique items listed in APLs for information purposes. No failure rate anticipated. These items are not stocked by CG ICP's and can be locally procured. An example is 0000-XF-C**-**** • CG-ICN assigned to patterns, molds or other production equipment carried in ELC managed inventory. An example is 2015-01-FYY-XXXX • CG-ICN assigned to special tools and test equipment carried in ELC inventory. An example is 2015-01-FYY-XXXX

Continued on next page

Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION
Additional ACNs, (continued)	<ul style="list-style-type: none">CG-ICN are temporarily assigned NSN's Example is: 0000-01-LG4-XXXX.ACNs assigned for Yard/ELC/ARSC retail inventory not stocked. <p>XXXX = Sequential number YY = Fiscal year</p>
NICNs	<p>Navy Item Control Numbers (NICNs) are assigned by Navy ICPs to items not included in the FCS but stocked or monitored by Navy Supply Centers. NICNs consist of four positions, a two position alpha code which identifies the type of NICN, followed by seven digits. NICNs, used in CALMS, are not used in MICA. As more Coast Guard units receive their MICA, in place of CALMS, NICNs are being phased out. Any NICN materiel still required is converted to a CG ICN. Examples of NICNs:</p> <ul style="list-style-type: none">Permanent NICN (P-NICN) items are considered maintenance significant, no failure rate anticipated, selected for an APL as “information only” pending further cataloging action if warranted. NICNs consist of 13 alphanumeric characters with “LL” in the fifth and six positions and a “C” in the seventh position. Example is: 0000-LL-CXX-XXXX

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Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION
NICNs (continued)	<ul style="list-style-type: none">• Temporary NICN's (T-NICN) were developed by NAVICP with an "LL" in the fifth and six position and any letter except "C" in the seventh position. Assigned for temporary identification and control of selected non-NSN items that are pending NSN assignment. Example is: 0000-LL-DXX-XXXX

Section B

Federal Supply Groups And Classes

Overview

Description of Groups/Classes

The following is a list of the Federal Supply Groups/Classes, Description, and the Coast Guard managing activity:

Group/ Class	Description	Cataloging Activity
10	Weapons	
1005	Guns, through 30mm	XG
1010	Guns, over 30mm up to 75mm	XG
1015	Guns, over 75mm through 125mm	XG
1020	Guns, over 125mm through 150mm	XG
1025	Guns, over 150mm through 200mm	XG
1030	Guns, over 200mm through 300mm	XG
1035	Guns, over 300mm	XG
1040	Chemical Weapons and Equipment	XG
1045	Launchers, Torpedo and Depth Charge	XG
1055	Launchers, Rocket and Pyrotechnic	XG
1070	Nets and Booms, Ordnance	XG
1075	Degaussing and Mine Sweeping Equipment	XG
1080	Camouflage and Deception Equipment	XG
1090	Assemblies Interchangeable Between Weapons in Two or More Classes	XG
1095	Miscellaneous Weapons	XG
11	Nuclear Ordnance	
1105	Nuclear Bombs	XG
1110	Nuclear Projectiles	XG
1115	Nuclear Warheads and Warhead Sections	XG
1120	Nuclear Depth Charges	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
1125	Nuclear Demolition Charges	XG
1127	Nuclear Rockets	XG
1130	Conversion Kits, Nuclear Ordnance	XG
1135	Fusing and Firing Devices, Nuclear Ordnance	XG
1140	Nuclear Components	XG
1145	Explosive and Pyrotechnic Components, Nuclear Ordnance	XG
1190	Specialized Test and Handling Equipment, Nuclear Ordnance	XG
1195	Miscellaneous Nuclear Ordnance	XG
12	Fire Control Equipment	
1210	Fire Control Directors	XG
1220	Fire Control Computing Sights and Devices	XG
1230	Fire Control Systems, Complete	XG
1240	Optical Sighting and Ranging Equipment	XG
1250	Fire Control Stabilizing Mechanisms	XG
1260	Fire Control Designating and Indicating Equipment	XG
1265	Fire Control Transmitting and Receiving Equipment, except Airborne	XG
1270	Aircraft Gunnery Fire Control Components	XG
1280	Aircraft Bombing Fire Control Components	XG
1285	Fire Control Radar Equipment, except Airborne	XG
1287	Fire Control Sonar Equipment	XG
1290	Miscellaneous Fire Control Equipment	XG
13	Ammunition and Explosives	

Continued on next page

Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
1305	Ammunition, through 30mm	XG
1310	Ammunition, over 30mm up to 75mm	XG
1315	Ammunition, 75mm through 125mm	XG
1320	Ammunition, over 125 mm	XG
1325	Bombs	XG
1330	Grenades	XG
1336	Guided Missile Warheads and Explosive Components	XG
1337	Guided Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel; and Components	XG
1338	Guided Missile and Space Vehicle Inert Propulsion Units, Solid Fuel; and Components	XG
1340	Rockets, Rocket Ammunition and Rocket Components	XG
1345	Land Mines	XG
1350	Underwater Mine Inert Components	XG
1351	Underwater Mine Explosive Components	XG
1355	Torpedo Inert Components	XG
1356	Torpedo Explosive Components	XG
1360	Depth Charge Inert Components	XG
1361	Depth Charge Explosive Components	XG
1365	Military Chemical Agents	XG
1370	Pyrotechnics	XG
1375	Demolition Materials	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
1376	Bulk Explosives	XG
1377	Cartridge and Propellant Actuated Devices and Components	XG
1385	Surface Use Explosive Ordnance Disposal Tools and Equipment	XG
1386	Underwater Use Explosive Ordnance Disposal and Swimmer Weapons Systems tools and Equipment	XG
1390	Fuses and Primers	XG
1395	Miscellaneous Ammunition	XG
1398	Specialized Ammunition Handling and Servicing Equipment	XG
14	Guided Missiles	
1410	Guided Missiles	XG
1420	Guided Missiles Components	XG
1425	Guided Missiles Systems, Complete	XG
1427	Guided Missiles Subsystems	XG
1430	Guided Missiles Remote Control Systems	XG
1440	Launchers, Guided Missiles	XG
1450	Guided Missiles Handling and Servicing Equipment	XG
15	Aircraft and Airframe Structural Components	
1510	Aircraft, Fixed Wing	XH
1520	Aircraft, Rotary Wing	XH
1540	Gliders	XH

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
1550	Drones	XH
1560	Airframe Structural Components	XH
16	Aircraft Components and Accessories	
1610	Aircraft Propellers & Components	XH
1615	Helicopter Rotor Blades, Drive Mechanisms and Components	XH
1620	Aircraft Landing Gear Components	XH
1630	Aircraft Wheel and Brake Systems	XH
1650	Aircraft Hydraulic, Vacuum and De-icing System Components	XH
1660	Aircraft Air Conditioning, Heating and Pressurizing Equipment	XH
1670	Parachutes; Aerial Pack Up, Delivery, Recovery Systems; and Cargo Tie Down Equipment	XH
1680	Miscellaneous Aircraft Accessories and Components	XH
17	Aircraft Launching, Landing and Ground Handling Equipment	
1710	Aircraft Landing Equipment	XH
1720	Aircraft Launching Equipment	XH
1730	Aircraft Ground Servicing Equipment	XH
1740	Airfield Specialized Trucks and Trailers	XH
18	Space Vehicles	
1810	Space Vehicles	XH

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
1820	Space Vehicle Components	XH
1830	Space Vehicle Remote Control Systems	XH
1840	Space Vehicle Launchers	XH
1850	Space Vehicle Handling and Servicing Equipment	XH
1860	Space Survival Equipment	XH
19	Ships, Small Craft, Pontoons and Floating Docks	
1905	Combat Ships and Landing Vessels	XG
1910	Transport Vessels, Passenger and Troop	XG
1915	Cargo and Tanker Vessels	XG
1920	Fishing Vessels	XG
1925	Special Service Vessels	XG
1930	Barges and Lighters, Cargo	XG
1935	Barges and Lighters, Special Purpose	XG
1940	Small Craft	XG
1945	Pontoons and Floating Docks	XG
1950	Floating Dry-docks	XG
1955	Dredges	XG
1990	Miscellaneous Vessels	XG
20	Ship and Marine Equipment	
2010	Ship and Boat Propulsion Components	XG
2020	Rigging and Rigging Gear	XG
2030	Deck Machinery	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
2040	Marine Hardware and Hull Items	XG
2050	Buoys	XG
2060	Commercial Fishing Equipment	XG
2090	Miscellaneous Ship and Marine Equipment	XG
21	Unassigned	
22	Railway Equipment	
2210	Locomotives	XG
2220	Rail Cars	XG
2230	Right-of-Way Construction and Maintenance Equipment, Railroad	XG
2240	Locomotive and Rail Car Accessories and Components	XG
2250	Track Materials, Railroad	XG
23	Ground Effect Vehicles, Motor Vehicles, Trailers and Cycles	
2305	Ground Effect Vehicles	XG
2310	Passenger Motor Vehicles	XG
2320	Trucks and Truck Tractors, Wheeled	XG
2330	Trailers	XG
2340	Motorcycles, Motor Scooters and Bicycles	XG
2350	Combat, Assault and Tactical Vehicles, Tracked	XG
24	Tractors	
2410	Tractors, Full Tracked, Low Speed	XG
2420	Tractors, Wheeled	XG
2430	Tractors, Full Tracked, High Speed	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
25	Vehicular Equipment Components	
2510	Vehicular Cab, Body and Frame Structural Components	XG
2520	Vehicular Power Transmission Components	XG
2530	Vehicular Brake, Steering, Axle, Wheel, and Track Components	XG
2540	Vehicular Furniture and Accessories	XG
2590	Miscellaneous Vehicular Components	XG
26	Tires and Tubes	
2610	Tires and Tubes, Pneumatic, Except Aircraft	XH
2620	Tires and Tubes, Pneumatic, Aircraft	XH
2630	Tires, Solid and Cushion	XH
2640	Tire Rebuilding and Tire and Tube Repair Material	XH
27	Unassigned	
28	Engines, Turbines and Components	
2805	Gasoline Reciprocating Engines, Except Aircraft; and Components	XG
2810	Gasoline Reciprocating Engines, Aircraft prime mover; and Components	XH
2815	Diesel Engines and Components	XG
2820	Steam Engines, Reciprocating; and Components	XG
2825	Steam Turbines and Components	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
2830	Water Turbines and Water Wheels; and Components	XG
2835	Gas Turbines and Jet Engines, Except Aircraft; and Components	XG
2840	Gas Turbines and Jet Engines, Aircraft prime moving; and Components	XH
2845	Rocket Engines and Components	XH
2850	Gasoline Rotary Engines and Components	XG
2895	Miscellaneous Engines and Components	XG
29	Engine Accessories	
2910	Engine Fuel System Components, Non-aircraft	XG
2915	Engine Fuel System Components, Aircraft	XH
2920	Engine Electrical System Components, Non-aircraft	XG
2925	Engine electrical System Components, Aircraft prime moving	XH
2930	Engine Cooling System Components, Non-aircraft	XG
2935	Engine Cooling System Components, Aircraft prime moving	XH
2940	Engine Air and Oil Filters, Strainers, and Cleaners, Non-aircraft	XG
2945	Engine Air and Oil Filters, Strainers, and Cleaners, Aircraft	XH
2950	Turbo Superchargers & Components (Except Cummins Parts)	XH

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
2950	Turbo Superchargers (Cummins Parts)	XG
2990	Miscellaneous Engine Accessories, Non-aircraft	XG
2995	Miscellaneous Engine Accessories, Aircraft	XH
30	Mechanical Power Transmission Equipment	
3010	Torque Converters and Speed Changers	XG
3020	Gears, Pulleys, Sprockets and Transmission Chain	XG
3030	Belting, Drive Belts, Fan Belts and Accessories	XG
3040	Miscellaneous Power Transmission Equipment	XG
31	Bearings	
3110	Bearings, Anti-friction, Unmounted	XG
3120	Bearings, Plain, Unmounted	XG
3130	Bearings, Mounted	XG
32	Woodworking Machinery and Equipment	
3210	Sawmill and Planing Mill Machinery	XG
3220	Woodworking Machines	XG
3230	Tools and Attachments for Woodworking Machinery	XG
33	Unassigned	
34	Metalworking Machinery	
3405	Saws and Filing Machines	XG
3408	Machining Centers and Way-Type Machines	XG
3410	Electrical and Ultrasonic Erosion Machines	XG
3411	Boring Machines	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group/ Class	Description	Cataloging Activity
3412	Broaching Machines	XG
3413	Drilling and Tapping Machines	XG
3414	Gear Cutting and Finishing Machines	XG
3415	Grinding Machines	XG
3416	Lathes	XG
3417	Milling Machines	XG
3418	Planers and Shapers	XG
3419	Miscellaneous Machine Tools	XG
3422	Rolling Mills and Drawing Machines	XG
3424	Metal Heat Treating and Non-Thermal Treating Equipment	XG
3426	Metal Finishing Equipment	XG
3431	Electric Arc Welding Equipment	XG
3432	Electric Resistance Welding Equipment	XG
3433	Gas Welding, Heat Cutting and Metalizing Equipment	XG
3436	Welding Positioners and Manipulators	XG
3438	Miscellaneous Welding Equipment	XG
3439	Miscellaneous Welding, Soldering and Brazing Supplies and Accessories	XG
3441	Bending and Forming Machines	XG
3442	Hydraulic and Pneumatic Presses, Power Driven	XG
3443	Mechanical Presses, Power Driven	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
3444	Manual Presses	XG
3445	Punching and Shearing Machines	XG
3446	Forging Machinery and Hammers	XG
3447	Wire and Metal Ribbon Forming Machines	XG
3448	Riveting Machines	XG
3449	Miscellaneous Secondary Metal Forming and Cutting Machines	XG
3450	Machine Tools, Portable	XG
3455	Cutting Tools for Machine Tools	XG
3456	Cutting and Forming Tools for Secondary Metalworking Machinery	XG
3460	Machine Tool Accessories	XG
3461	Accessories for Secondary Metal working Machinery	XG
3465	Production Jigs, Fixtures and Templates	XG
3470	Machine Shop Sets, Kits and Outfits	XG
35	Service and Trade Equipment	
3510	Laundry and Dry Cleaning Equipment	XG
3520	Shoe Repairing Equipment	XG
3530	Industrial Sewing Machines and Mobile Textile Repair Shops	XG
3540	Wrapping and Packaging Machinery	XG
3550	Vending and Coin Operated Machines	XG
3590	Miscellaneous Service and Trade Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
36	Special Industry Machinery	
3605	Food Products Machinery and Equipment	XG
3610	Printing, Duplicating and Bookbinding Equipment	XG
3611	Industrial Marking Machines	XG
3615	Pulp and Paper Industries Machinery	XG
3620	Rubber and Plastics Working Machinery	XG
3625	Textile Industries Machinery	XG
3630	Clay and Concrete Products Industries Machinery	XG
3635	Crystal and Glass Industries Machinery	XG
3640	Tobacco Manufacturing Machinery	XG
3645	Leather Tanning and Leather Working Industries Machinery	XG
3650	Chemical and Pharmaceutical Products Manufacturing Machinery	XG
3655	Gas Generating and Dispensing Systems, Fixed or Mobile	XG
3660	Industrial Size Reduction Machinery	XG
3670	Specialized Semiconductor Microcircuit and Printed Circuit Board Manufacturing Machinery	XG
3680	Foundry Machinery, Related Equipment and Supplies	XG
3685	Specialized Metal Container Manufacturing Machinery and Related Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
3690	Specialized Ammunition and Ordnance Machinery and Related Equipment	XG
3693	Industrial Assembly Machines	XG
3694	Clean Work Stations, Controlled Environment and Related Equipment	XG
3695	Miscellaneous Special Industry Machinery	XG
37	Agricultural Machinery and Equipment	
3710	Soil Preparation Equipment	XG
3720	Harvesting Equipment	XG
3730	Dairy, Poultry and Livestock Equipment	XG
3740	Pest, Disease and Frost Control Equipment	XG
3750	Gardening Implements and Tools	XG
3770	Saddlery, Harness, Whips and Related Animal Furnishings	XG
38	Construction, Mining, Excavating, and Highway Maintenance Equipment	
3805	Earth Moving and Excavating Equipment	XG
3810	Cranes and Crane-Shovels	XG
3815	Crane and Crane-Shovel Attachments	XG
3820	Mining, Rock Drilling, Earth Boring and Related Equipment	XG
3825	Road Clearing, Cleaning & Marketing Equipment	XG
3830	Truck and Tractor Attachments	XG
3835	Petroleum Production and Distribution Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
3895	Miscellaneous Construction Equipment	XG
39	Materials Handling Equipment	
3910	Conveyors	XG
3915	Materials Feeders	XG
3920	Materials Handling Equipment, Nonself-Propelled	XG
3930	Warehouse Trucks and Tractors, Self-Propelled	XG
3940	Blocks, Tackle, Rigging and Slings	XG
3950	Winches, Hoists, Cranes and Derricks	XG
3960	Freight Elevators	XG
3990	Miscellaneous Materials Handling Equipment	XG
40	Rope, Cable, Chain and Fittings	
4010	Chain and Wire Rope	XG
4020	Fiber Rope, Cordage and Twine	XG
4030	Fittings for Rope, Cable and Chain	XG
41	Refrigeration, Air Conditioning and Air Circulating Equipment	
4110	Refrigeration Equipment	XG
4120	Air Conditioning Equipment	XG
4130	Refrigeration and Air Conditioning Components	XG
4140	Fans, Air Circulators and Blower Equipment	XG
4150	Vortex Tubes & Other Related Cooling Tubes	XG
42	Fire Fighting, Rescue and Safety Equipment; and Environmental Protection Equipment and Materials	
4210	Fire Fighting Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
4220	Marine Lifesaving and Diving Equipment	XG
4230	Decontaminating and Impregnating Equipment	XG
4235	Hazardous Material Spill Containment and Cleanup Equipment & Material	XG
4240	Safety and Rescue Equipment	XG
4250	Recycling & Reclamation Equipment	XG
43	Pumps and Compressors	
4310	Compressors and Vacuum Pumps	XG
4320	Power and Hand Pumps	XG
4330	Centrifugal, Separators and Pressure and Vacuum Filters	XG
44	Furnace, Steam Plant and Drying Equipment; and Nuclear Reactors	
4410	Industrial Boilers	XG
4420	Heat Exchangers and Steam Condensers	XG
4430	Industrial Furnaces, Kilns, Leers and Ovens	XG
4440	Dryers, Dehydrators and Anhydrators	XG
4460	Air Purification Equipment	XG
4470	Nuclear Reactors	XG
45	Plumbing, Heating and Waste Disposal Equipment	
4510	Plumbing Fixtures and Accessories	XG
4520	Space and Water Heating Equipment	XG
4530	Fuel Burning Equipment Units	XG
4540	Waste Disposal Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
46	Water Purification and Sewage Treatment Equipment	
4610	Water Purification Equipment	XG
4620	Water Distillation Equipment, Marine and Industrial	XG
4630	Sewage Treatment Equipment	XG
47	Pipe, Tubing, Hose and Fittings	
4710	Pipe, Tube & Rigid Tubing	XG
4720	Hose and Flexible Tubing	XG
4730	Hose, Pipe, Tube, Lubrication & Railing Fittings	XG
48	Valves	
4810	Valves, Powered	XG
4820	Valves, Non-powered	XG
49	Maintenance and Repair Shop Equipment	
4910	Motor Vehicle Maintenance and Repair Shop Specialized Equipment	XG
4920	Aircraft Maintenance and Repair Shop Specialized Equipment	XH
4921	Torpedo Maintenance, Repair and Checkout Specialized Equipment	XG
4923	Depth Charges and Underwater Mines Maintenance, Repair and Checkout Specialized Equipment	XG
4925	Ammunition Maintenance, Repair and Checkout Specialized Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
4927	Rocket Maintenance, Repair and Checkout Specialized Equipment	XG
4930	Lubrication and Fuel Dispensing Equipment	XG
4931	Fire Control Maintenance and Repair Shop Specialized Equipment	XG
4933	Weapons Maintenance and Repair Shop Specialized Equipment	XG
4935	Guided Missile Maintenance, Repair and Checkout Specialized Equipment	XH
4940	Miscellaneous Maintenance and Repair Shop Specialized Equipment	XH
4960	Space Vehicle Maintenance, Repair and Checkout Specialized Equipment	XH
50	Unassigned	
51	Hand Tools	
5110	Hand Tools, Edged, Non-powered	XG
5120	Hand Tools, Non-edged, Non-powered	XG
5130	Hand Tools, Power Driven	XG
5133	Drill Bits, Counterbores and Countersinks; Hand and Machine	XG
5136	Taps, Dies and Collets; Hand and Machine	XG
5140	Tool and Hardware Boxes	XG
5180	Sets, Kits and Outfits of Hand Tools	XG
52	Measuring Tools	
5210	Measuring Tools, Craftsmen's	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
5220	Inspection Gages and Precision Layout Tools	XG
5280	Sets, Kits and Outfits of Measuring Tools	XG
53	Hardware and Abrasives	
5305	Screws	XG
5306	Bolts	XG
5307	Studs	XG
5310	Nuts and Washers	XG
5315	Nails, Machine Keys and Pins	XG
5320	Rivets	XG
5325	Fastening Devices	XG
5330	Packing and Gasket Material	XG
5331	O-Rings	XG
5335	Metal Screening	XG
5340	Hardware, Commercial	XG
5341	Brackets	XG
5342	Hardware, Weapons System	XG
5345	Disks and Stones, Abrasive	XG
5350	Abrasive Materials	XG
5355	Knobs and Pointers	XG
5360	Coil, Flat, Leaf and Wire Springs	XG
5365	Bushings, Rings, Shims and Spacers	XG
54	Prefabricated Structures and Scaffolding	
5410	Prefabricated and Portable Buildings	XG
5411	Rigid Wall Shelters	XG
5419	Collective Modular Support Systems	XG

5420	Bridges, Fixed and Floating	XG
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Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
5430	Storage Tanks	XG
5440	Scaffolding Equipment and Concrete Forms	XG
5445	Prefabricated Tower Structures	XG
5450	Miscellaneous Prefabricated Structures	XG
55	Lumber, Millwork, Plywood and Veneer	
5510	Lumber and Related Basic Wood Materials	XG
5520	Millwork	XG
5530	Plywood and Veneer	XG
56	Construction and Building Materials	
5610	Mineral Construction Materials, Bulk	XG
5620	Tile, Brick and Block	XG
5630	Pipe and Conduit, Nonmetallic	XG
5640	Wallboard, Building Paper and Thermal Insulation Materials	XG
5650	Roofing and Siding Materials	XG
5660	Fencing, Fences, Gates & Components	XG
5670	Building Components, Prefabricated	XG
5675	Nonwood Construction Lumber and Related Materials	XG
5680	Miscellaneous Construction Materials	XG
57	Unassigned	
58	Communication, Detection and Coherent Radiation Equipment	
5805	Telephone and Telegraph Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group/ Class	Description	Cataloging Activity
5810	Communications Security Equipment and Components	XG
5811	Other Cryptologic Equipment and Components	XG
5815	Teletype and Facsimile Equipment	XG
5820	Radio and Television Communication Equipment, Except Airborne	XG
5821	Radio and Television Communication Equipment, Airborne	XH
5825	Radio Navigation Equipment, Except Airborne	XG
5826	Radio Navigation Equipment, Airborne	XH
5830	Intercommunication and Public Address Systems, Except Airborne	XG
5831	Intercommunication and Public Address Systems, Airborne	XH
5835	Sound Recording and Reproducing Equipment	XG
5836	Video Recording and Reproduction Equipment	XG
5840	Radar Equipment, Except Airborne	XG
5841	Radar Equipment, Airborne	XH
5845	Underwater Sound Equipment	XG
5850	Visible and Invisible Light Communication Equipment	XG
5855	Night Vision Equipment, Emitted and Reflected Radiation	XG
5860	Stimulated Coherent Radiation Devices, Components and Accessories	XG

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Federal Supply Groups And Classes, Continued

Description of
Group/Classes
(continued)

Group/ Class	Description	Cataloging Activity
5865	Electronic Countermeasures, Counter-Countermeasures and Quick Reaction Capability Equipment	XG
5895	Miscellaneous Communication Equipment	XG
59	Electrical and Electronic Equipment Components	
5905	Resistors	XG
5910	Capacitors	XG
5915	Filters and Networks	XG
5920	Fuses Arrestors, Absorbers & Protectors	XG
5925	Circuit Breakers	XG
5930	Switches	XG
5935	Connectors, Electrical	XG
5940	Lugs, Terminals and Terminal Strips	XG
5945	Relays and Solenoids	XG
5950	Coils and Transformers	XG
5955	Oscillators and Piezoelectric Crystals	XG
5960	Electron Tubes and Associated Hardware	XG
5961	Semiconductor Devices and Associated Hardware	XG
5962	Microcircuits, Electronic	XG
5963	Electronic Modules	XG
5965	Headsets, Handsets, Microphones and Speakers	XG
5970	Electrical Insulators and Insulating Materials	XG
5975	Electrical Hardware and Supplies	XG
5977	Electrical Contact Brushes and Electrodes	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
5980	Optoelectronic Devices and Associated Hardware	XG
5985	Antennas, Waveguides and Related Equipment	XG
5990	Synchros and Resolvers	XG
5995	Cable, Cord and Wire Assemblies; Communication Equipment	XG
5996	Amplifiers	XG
5998	Electronic and Electrical Assembly Boards, Cards, and Associated Hardware	XG
5999	Miscellaneous Electrical and Electronic Components	XG
60	Fiber Optics Materials, Components, Assemblies and Accessories	
6010	Fiber Optic Conductors	XG
6015	Fiber Optic Cables	XG
6020	Fiber Optic Cable Assemblies and Harnesses	XG
6021	Fiber Optic Switches	XG
6030	Fiber Optic Devices	XG
6032	Fiber Optic Light Sources and Photo Detectors	XG
6035	Fiber Optic Light Transfer and Image Transfer Devices	XG
6060	Fiber Optic Inter-connectors	XG
6070	Fiber Optic Accessories and Supplies	XG
6080	Fiber Optic Kits and Sets	XG
6099	Miscellaneous Fiber Optic Components	XG
61	Electric Wire and Power and Distribution Equipment	

Continued on next page

Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
6105	Motors, Electrical	XG
6110	Electrical Control Equipment	XG
6115	Generators and Generator Sets, Electrical	XG
6116	Fuel Cell Power Units, Components and Accessories	XG
6117	Solar Electric Power Systems	XG
6120	Transformers: Distribution and Power Station	XG
6125	Converters, Electrical, Rotating	XG
6130	Converters, Electrical, Non-rotating	XG
6135	Batteries, Non-rechargeable	XG
6140	Batteries, Rechargeable	XG
6145	Wire and Cable, Electrical	XG
6150	Miscellaneous Electric Power and Distribution Equipment	XG
6160	Miscellaneous Battery Retaining Fixtures and Liners	XG
62	Lighting Fixtures and Lamps	
6210	Indoor and Outdoor Electric Lighting Fixtures	XG
6220	Electric Vehicular Lights and Fixtures	XG
6230	Electric Portable and Hand Lighting Equipment	XG
6240	Electric Lamps	XG
6250	Ballast, Lampholders and Starters	XG
6260	Non-electrical Lighting Fixtures	XG
63	Alarm, Signal and Security Detection Systems	
6310	Traffic and Transit Signal Systems	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
6320	Shipboard Alarm and Signal Systems	XG
6330	Railroad Signal and Warning Devices	XG
6340	Aircraft Alarm and Signal Systems	XH
6350	Miscellaneous Alarm, Signal and Security Detection Systems	XG
64	Unassigned	
65	Medical, Dental and Veterinary Equipment and Supplies	
6505	Drugs & Biologicals	XG
6508	Medicated Cosmetics and Toiletries	XG
6510	Surgical Dressing Materials	XG
6515	Medical and Surgical Instruments, Equipment and Supplies	XG
6520	Dental Instruments, Equipment and Supplies	XG
6525	X-Ray Equipment and Supplies; Medical Dental, Veterinary	XG
6530	Hospital Furniture, Equipment, Utensils, and Supplies	XG
6532	Hospital and Surgical Clothing and Related Special Purpose Items	XG
6540	Ophthalmic Instrument, Equipment and Supplies	XG
6545	Replenishable Field Medical Sets, Kits & Outfits	XG
6550	Diagnostic Substances, Reagents, Test Kits and Sets	XG

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
66	Instruments and Laboratory Equipment	
6605	Navigational Instruments	XH
6610	Flight Instruments	XH
6615	Automatic Pilot Mechanisms and Airborne Gyro Components	XH
6620	Engine Instruments (Except Cummins Parts)	XH
6620	Engine Instruments (Cummins Parts)	XG
6625	Electrical and Electronic Properties Measuring and Testing Instruments	XG
6630	Chemical Analysis Instruments	XG
6635	Physical Properties Testing Equipment	XG
6636	Environmental Chambers and Related Equipment	XH
6640	Laboratory Equipment and Supplies	XG
6645	Time Measuring Instruments	XG
6650	Optical Instruments, Test Equipment Components & Accessories	XG
6655	Geophysical Instruments	XG
6660	Meteorological Instruments and Apparatus	XG
6665	Hazard-Detecting Instruments and Apparatus	XG
6670	Scales and Balances	XG
6675	Drafting, Surveying and Mapping Instruments	XG
6680	Liquid and Gas Flow, Liquid Level and Mechanical Motion Measuring Instruments	XG
6685	Pressure, Temperature and Humidity Measuring and Controlling Instruments	XG
6695	Combination and Miscellaneous Instruments	XG

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
67	Photographic Equipment	
6710	Cameras, Motion Picture	XG
6720	Cameras, Still Picture	XG
6730	Photographic Projection Equipment	XG
6740	Photographic Developing and Finishing Equipment	XG
6750	Photographic Supplies	XG
6760	Photographic Equipment and Accessories	XG
6770	Film, Processed	XG
6780	Photographic Sets, Kits and Outfits	XG
68	Chemicals and Chemical Products	
6810	Chemicals	XG
6820	Dyes	XG
6830	Gases; Compressed and Liquefied	XG
6840	Pest Control Agents and Disinfectants	XG
6850	Miscellaneous Chemical Specialties	XG
69	Training Aids and Devices	
6910	Training Aids	XG
6920	Armament Training Devices	XG
6930	Operational Training Devices	XG
6940	Communication Training Devices	XG
70	Automatic Data Processing Equipment (Including Firmware) Software, Supplies and Support Equipment	
7010	ADPE System Configuration	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
7020	ADP Central Processing Unit (CPU Computer) Analog	XG
7021	ADP Central Processing Unit (CPU Computer) Digital	XG
7022	ADP Central Processing Unit (CPU Computer) Hybrid	XG
7025	ADP Input/Output and Storage Devices	XG
7030	ADP Software	XG
7035	ADP Support Equipment	XG
7040	Punched Card Equipment	XG
7042	Mini and Micro Computer Control Devices	XG
7045	ADP Supplies	XG
7050	ADP Components	XG
71	Furniture	
7105	Household Furniture	XG
7110	Office Furniture	XG
7125	Cabinets, Lockers, Bins and Shelving	XG
7195	Miscellaneous Furniture and Fixtures	XG
72	Household and Commercial Furnishings and Appliances	
7210	Household Furnishings	XG
7220	Floor Coverings	XG
7230	Draperies, Awnings and Shades	XG
7240	Household and Commercial Utility Containers	XG
7290	Miscellaneous Household and Commercial Furnishings and Appliances	XG

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
73	Food Preparation and Serving Equipment	
7310	Food Cooking, Baking and Serving Equipment	XG
7320	Kitchen Equipment and Appliances	XG
7330	Kitchen Hand Tools and Utensils	XG
7340	Cutlery and Flatware	XG
7350	Tableware	XG
7360	Sets, Kits and Outfits & Modules: Food Preparation and Serving	XG
74	Office Machines, Text Processing Systems and Visible Record Equipment	
7420	Accounting and Calculating Machines	XG
7430	Typewriters and Office Type Composing Machines	XG
7435	Office Information System Equipment	XG
7450	Office Type Sound Recording and Reproducing Machines	XG
7460	Visible Record Equipment	XG
7490	Miscellaneous Office Machines	XG
75	Office Supplies and Devices	
7510	Office Supplies	XG
7520	Office Devices and Accessories	XG
7530	Stationery and Record Forms	XG
7540	Standard Forms	XG
76	Books, Maps and other Publications	
7610	Books and Pamphlets	XG
7630	Newspapers and Periodicals	XG

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Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
7640	Maps, Atlases, Charts and Globes	XG
7641	Aeronautical Maps, Charts, and Geodetic Products	XG
7642	Hydrographic Maps, Charts, and Geodetic Products	XG
7643	Topographic Maps, Charts, and Geodetic Products	XG
7644	Digital Maps, Charts, and Geodetic Products	XG
7650	Drawings and Specifications	XG
7660	Sheet and Book Music	XG
7670	Microfilm Processed	XG
7690	Miscellaneous Printed Matter	XG
77	Musical Instruments, Phonographs and Home - Type Radios	
7710	Musical Instruments	XG
7720	Musical Instrument Parts and Accessories	XG
7730	Phonographs, Radios and Television Sets: Home Type	XG
7740	Phonograph Records	XG
78	Recreational and athletic Equipment	
7810	Athletic and Sporting Equipment	XG
7820	Games, Toys and Wheeled Goods	XG
7830	Recreational and Gymnastic Equipment	XG
79	Cleaning Equipment and Supplies	
7910	Floor Polishers and Vacuum Cleaning Equipment	XG

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
7920	Brooms, Brushes, Mops and Sponges	XG
7930	Cleaning and Polishing Compounds and Preparations	XG
80	Brushes, Paints, Sealers and Adhesives	
8010	Paints, Dopes, Varnishes and Related Products	XG
8020	Paint and Artists' Brushes	XG
8030	Preservative and Sealing Compounds	XG
8040	Adhesives	XG
81	Containers, Packaging and Packing Supplies	
8105	Bags and Sacks	XG
8110	Drums and Cans	XG
8115	Boxes, Cartons and Crates	XG
8120	Commercial and Industrial Gas Cylinders	XG
8125	Bottles and Jars	XG
8130	Reels and Spools	XG
8135	Packaging and Packing Bulk Material	XG
8140	Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers	XG
8145	Specialized Shipping and Storage Containers	XG
82	Unassigned	
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags	
8305	Textile Fabrics	XG
8310	Yarn and Thread	XG
8315	Notions and Apparel Findings	XG

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
8320	Padding and Stuffing Materials	XG
8325	Fur Materials	XG
8330	Leather	XG
8335	Shoe Findings and Soling Materials	XG
8340	Tents and Tarpaulins	XG
8345	Flags and Pennants	XG
84	Clothing and Individual Equipment and Insignia	
8405	Outerwear, Men's	XG
8410	Outerwear, Women's	XG
8415	Clothing, Special Purpose	XG
8420	Underwear and Night wear, Men's	XG
8425	Underwear and Night wear, Women's	XG
8430	Footwear, Men's	XG
8435	Footwear, Women's	XG
8440	Hosiery, Hand wear and Clothing Accessories, Men's	XG
8445	Hosiery, Hand wear and Clothing Accessories, Women's	XG
8450	Children's and Infants' Apparel and Accessories	XG
8455	Badges and Insignia	XG
8460	Luggage	XG
8465	Individual Equipment	XG
8470	Armor, Personal	XG
8475	Specialized Flight Clothing and Accessories	XH

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
85	Toiletries	
8510	Perfumes, Toilet Preparations and Powders	XG
8520	Toilet Soap, Shaving Preparations and Dentifrice's	XG
8530	Personal Toiletry Articles	XG
8540	Toiletry Paper Products	XG
86	Unassigned	
87	Agricultural Supplies	
8710	Forage and Feed	XG
8720	Fertilizers	XG
8730	Seeds and Nursery Stock	XG
88	Live Animals	
8810	Live Animals, Raised for Food	XG
8820	Live Animals, Not Raised for Food	XG
89	Subsistence	
8905	Meat, Poultry and Fish	XG
8910	Dairy Foods and Eggs	XG
8915	Fruits and Vegetables	XG
8920	Bakery and Cereal Products	XG
8925	Sugar, Confectionery and Nuts	XG
8930	Jams, Jellies and Preserves	XG
8935	Soups and Bouillon's	XG
8940	Special Dietary Foods and Food Specialty Preparations	XG
8945	Food, Oils and Fats	XG

Continued on next page

Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
8950	Condiments and Related Products	XG
8955	Coffee, Tea and Cocoa	XG
8960	Beverages, Nonalcoholic	XG
8965	Beverages, Alcoholic	XG
8970	Composite Food Packages	XG
8975	Tobacco Products	XG
90	Unassigned	
91	Fuels, Lubricants, Oils and Waxes	
9110	Fuels, Solid	XG
9130	Liquid Propellants and Fuels, Petroleum Base	XG
9135	Liquid Propellant Fuels and Oxidizers, Chemical Base	XG
9140	Fuel Oils	XG
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic	XG
9160	Miscellaneous Waxes, Oils and Fats	XG
92	Unassigned	
93	Nonmetallic Fabricated Materials	
9310	Paper and Paperboard	XG
9320	Rubber Fabricated Materials	XG
9330	Plastic Fabricated Materials	XG
9340	Glass Fabricated Materials	XG
9350	Refractories and Fire Surfacing Materials	XG
9390	Miscellaneous Fabricated Nonmetallic Materials	XG

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Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
94	Nonmetallic Crude Materials	
9410	Crude Grades of Plant Materials	XG
9420	Fibers: Vegetable, Animal and Synthetic	XG
9430	Miscellaneous Crude Animal Products, Inedible	XG
9440	Miscellaneous Crude Agricultural and Forestry Products	XG
9450	Nonmetallic Scrap, Except Textile	XG
95	Metal Bars, Sheets and Shapes	
9505	Wire, Non-electrical	XG
9510	Bars and Rods	XG
9515	Plate, Sheet, Strip, Foil & Leaf	XG
9520	Structural Shapes	XG
9525	Wire, Non-electrical, Nonferrous Base Metal	XG
9530	Bars and rods, Nonferrous Base Metal	XG
9535	Plate, Sheet, Strip and Foil: Nonferrous Base Metal	XG
9540	Structural Shapes, Nonferrous Base Metal	XG
9545	Plate, Sheet, Strip, Foil and Wire: Precious Metal	XG
96	Ore, Minerals and their Primary Products	
9610	Ores	XG
9620	Minerals, Natural and Synthetic	XG
9630	Additives Metal Materials	XG
9640	Iron and Steel Primary and Semi-finished Products	XG

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Federal Supply Groups And Classes, Continued

Description of Groups/Classes (continued)

Group/ Class	Description	Cataloging Activity
9650	Nonferrous Base Metal Refinery and Intermediate Forms	XG
9660	Precious Metals Primary Forms	XG
9670	Iron and Steel Scrap	XG
9680	Nonferrous Scrap	XG
97	Unassigned	
98	Unassigned	
99	Miscellaneous	
9905	Signs, Advertising Displays and Identification Plates	XG
9910	Jewelry	XG
9915	Collectors and/or Historical Items	XG
9920	Smokers' Articles and Matches	XG
9925	Ecclesiastical Equipment, Furnishings, and Supplies	XG
9930	Memorials; Cemeteries and Mortuary Equipment and Supplies	XG
9999	Miscellaneous Items	XG

Section D

Federal Logistics Information System (FLIS)

Overview

Purpose

The Federal Logistics Information System (FLIS) is an automated data processing system designed to provide:

- A centralized data base to support the integrated logistics support programs of participating Department of Defense (DoD), Federal Civil Agencies and Foreign Nations.
 - Logistics management data for over seven million National Stock Numbers (NSNs) to ICPs and field units.
 - CG logistics management data to other participating entities.
-

Policy

The CG will use the FLIS data base to support the following logistics functions:

- Provisioning
 - Cataloging
 - Procurement
 - Standardization
 - Item Entry Control
 - Technical Data Management
 - Inventory Control
 - Maintenance
 - Preservation
 - Packing
 - Transportation
 - Warehousing
 - Excess Redistribution
-

Reference

The following publications are reference material regarding the cataloging process.

Continued on next page

Federal Logistics Information System (FLIS), Continued

References (continued)

- FLIS **Procedures** Manual, DoD 4100.39-M
- GSA-FSS Manual, 4100.39-M
- Federal Catalog System Manual, DoD 4130.2-M
- Defense Standardization **Program Policies and Procedures** Manual, **DoD 4120.24-M**
- Defense **Integrated** Materiel Management Manual for Consumable Items, DoD 4140.26-M

Also see catalog and standardization policy and procedures in this section.

Definitions

The following are definitions of requests used in the FLIS **Procedures Manual** process:

Name	Definition
System Change Request (SCR)	A formal request for modification of the FLIS database, structure, procedures manual and publications. SCR documents propose FLIS changes.
System Advisory Notice (SAN)	Notification to service/agencies of SCRs scheduled for implementation in a given System Management Release (SMR). The SAN is published approximately 300 days prior to a scheduled implementation date.
System Management Release (SMR)	Notification to service/agencies of a scheduled change that will be implemented. The SMR is published approximately 240 days prior to a scheduled implementation date.

SCR Process

SCRs are submitted by one of the following service/agencies:

- Defense Logistics Agency (DLA)
- Defense Logistics **Information Service (DLIS)**
- Military Services
- Civil Agencies (includes the ICPs)

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Federal Logistics Information System (FLIS) , Continued

Responsibilities

The following table lists the responsibilities of various commands using FLIS:

UNIT	RESPONSIBILITIES
Commandant (G-SLP)	<p>Develop and implement policy & procedures relative to CG involvement with FLIS.</p> <p>Serves as CG point of contact on matters relating to FLIS.</p> <p>Coordinate FLIS changes with ICPs</p> <p>Request FLIS review and coordinate CG change proposals with other FLIS focal points.</p> <p>Provide monthly SCR status reports to ICPs on changes that impact the CG.</p>
Commandant (G-SL)	<p>Budget for major FLIS system changes (i.e., establish new FLIS segment).</p>
ELC/ARSC	<p>Review SCRs to ensure CG required support is developed and maintained.</p> <p>Approve/disapprove FLIS SCRs that qualify CG participation in the Federal Catalog System (FCS).</p> <p>Provide cost savings benefits (tangible/intangible) data on SCRs as required.</p>

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Federal Logistics Information System (FLIS) , Continued

Responsibilities (continued)

UNIT	RESPONSIBILITIES
ELC/ARSC (continued)	<p>Make recommendations to G-SLP for improving CG participation in the FCS.</p> <p>Ensure implementation of approved SCRs on effective date.</p> <p>Use FLIS as required for provisioning and cataloging.</p> <p>Budget for minor FLIS system changes.</p>

Section E

Federal Logistics Data (FED LOG)

Overview

Introduction

Since 1992, **DLIS** has replaced most of its catalog hard copy and microfiche publications with a CD-ROM product called Federal Logistics Data or FED LOG.

FED LOG is a basic four disc configuration containing data resident in the Federal Logistics Information System (FLIS). **Currently FED LOG contains the data found in the Master Cross Reference List, the Management List, Department of Defense Interchangeability and Substitutability, Freight Classification Data, Identification Lists (there were formerly 295 separate identification list publications), parts of the Federal Item Logistics Data Record, the Federal Item Name Directory and the Federal Supply Classification Cataloging Handbook H-2. Two additional discs (Characteristics Search and Drawings) are available to certain units as required. In addition, discs are now available on DVD and the internet as well as CD-ROM**

- Navy data in FED LOG consists of information found in the Master Repairable Item List (MRIL), Navy Item Control Numbers (NICNs), and the List of Items Requiring Special Handling (LIRSH).
- Army data in FED LOG includes information found in the Army Master Data File (AMDF).
- Air Force supplemental data in FED LOG consists of Transportation, Recoverable Item Movement Control System (RIMCS) data, Catalog Management Data (CMD), AF **Interchangeability & Substitutability (AF I&S)** File, Stock Number User Directory (SNUD), NIIN to Stock Record Account Number (SRAN) file, Master Base Address file, and AF Cross-Reference File.
- **Marine Corps data in FED LOG consists of Stock List (SL) 6-1 and SL 6-2 data in addition to the regular FED LOG databases.**
- Since 1993, the FED LOG Users Manual **has been available as** an on-line option.
- Not all Service/DOD microfiche products are available in FED LOG. The CG Descriptive Stock List is not available in FED LOG.

Continued on next page

Federal Logistics Data (FED LOG), Continued

Introduction (continued)

- The Navy Afloat Shopping Guide (NASG) and other Navy publications are currently produced on CD-ROM by Naval Inventory Control Point (NAVICP) and can be ordered directly from the, NAVICP, Mechanicsburg, PA. Many of these publications are contained in the Naval Logistics Library (NLL). The General Services Administration (GSA) still produces some supply publications and they can be ordered from the following address:

General Services Administration
Centralized Mailing List Service
819 Taylor Street
P. O. Box 6477
Fort Worth, TX 76115

Policy

CG units will use FED LOG to retrieve the following information:

- Management Data
 - Part Number information
 - Supplier or CAGE information
 - Freight information
 - Characteristics information
-

Chapter 4

Materiel Procurement

Overview

Introduction	This chapter covers policy and procedure topics concerning materiel procurement.
Methods of Procurement	<p>Do one of the following to acquire material:</p> <ul style="list-style-type: none">• Use the Military Standard Requisitioning and Issue Procedure (MILSTRIP), or• Purchase direct from a commercial source (i.e. vendor, manufacturer).• Acquire from excess materials (i.e. Coast Guard or Other Government Agencies)
In this Chapter	The information provided in the following sections applies to all operational units of the CG.

Section	Title	Page
A	General Procurement Policy & Responsibilities	4-A-1
B	Automated Materiel Acquisition	4-B-1
C	MILSTRIP/Supply/Mode of Shipment Codes	4-C-1
D	Non-Automated Materiel Acquisition/Requisitioning for Form DD-1348-6	4-D-1
E	MILSTRIP Messages	4-E-1
F	Use of Form DD-1149 for Materiel Acquisition/Requisitioning/ Transferring of Materiels	4-F-1
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K	Fuel Purchases and Reporting Requirements	4-K-1
L	Commercial Procurement	4-L-1
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Section B

Automated Materiel Acquisition

Overview

Introduction

In this section the topics covered concern automated requisitioning systems and Military Standard Requisitioning and Issue Procedures (MILSTRIP) used by the Coast Guard.

Background

STAR and CMplus are the only standard requisitioning management applications for Coast Guard units. STAR/CMplus permits units to transmit MILSTRIP transactions through the Automated Requisitioning Management System (ARMS) to DAAS and the Source of Supply (SOS). Aviation units are authorized to use AMMIS.

In this Section

Topic	Page
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Responsibilities	4-B-4
Automated Requisitioning Management System (ARMS)	4-B-7
Standard Automated Requisitioning (STAR), Configuration Management plus (CMplus), and Streamlined Automated Logistics Tool Set (SALTS).	4-B-10
Fiscal Year Cutoff Processing	4-B-14
Types of Forms	4-B-15

Policy for Requisitioning

Automated Requisitioning Systems

Coast Guard units shall:

- use CMplus (when available) to interface with ARMS
- use STAR (when CMplus is not available) to interface with ARMS.
- use MILSTRIP procedures for requisitioning.
- use AMMIS for type 2, 4 and 6 materiel (air stations only)

Units without STAR or CMplus are authorized to forward their requisitions, request status, and receive updates from their supporting CG unit that has these capabilities (e.g. group offices).

Requirements shall be communicated electronically to the source of supply (STAR/ARMS, CMplus). Requirements may be communicated manually only if electronic means are not available. **Requisitions with Exception Data, however, are exempt.**

Communication Type Used	Method Is...
Electronic	Data transceiver (STAR/ARMS, CMplus)
Manual	Fax machine Message Courier Mail Telephone (Emergencies Only)

Requisitioning policies

Users and sources of supply are required to adhere to established requisitioning policies.

Activity	Is Responsible For...
Requisitioner/user	<ul style="list-style-type: none">• submitting requisitions, followups, modifiers, and cancellations when required.• ensuring Priority Designator (PD) is consistent with Urgency of Need Designator (UND)/ See Chapter 2.

Continued on next page

Policy for Requisitioning, Continued

Requisitioning policies (continued)

Activity	Is Responsible For...
Requisitioner/user	<ul style="list-style-type: none">• data transmission consistent with PD• manual Requisitioning only when electronic transmission or formatted teletyped messages are not available.
Source of Supply (SOS)	<ul style="list-style-type: none">• ensure order meets Required Delivery Date (RDD)• select appropriate mode of transportation• provide supply status to the requisitioner/user• maintain stock to fill requisitions• expedite delivery of items under procurement, repair, maintenance, rebuild, renovation• issue or procure materiel to meet PD 02 through 08 requisitions. However, a requisition can be challenged if it is suspected of being in error based on review of priority, quantity, project code, etc. Requisitions with unauthorized FAD I priorities will be downgraded to FAD III.

Responsibilities

Responsibilities

The following table is a list of units and their responsibilities:

Agency	Responsibility
Commandant (G-SL)	<ul style="list-style-type: none">• Establish and promulgate STAR/CMplus/ ARMS policies and procedures and serves as the Program Manager and Designated Approving Authority.• Direct efforts of project teams when introducing new logistics projects or changes thereto.• Ensure compliance with Commandant's logistics policies and compatibility with Coast Guard and DoD standards systems when new or changed operations are introduced.• Conduct periodic reviews of ARMS operations to ensure that all standard functions are being performed.• Submit budget requests to obtain ARMS funding.• Troubleshoot ARMS supply related problem and conduct ARMS Logistics Training.• Approve or disapprove field requests for ARMS changes and obtain user ID's for requesting units. Coordinate with Commandant (G-SCC).• Troubleshoot STAR/CMplus ADP related problems.• Coordinate assignment of STAR/CMplus user identification and conduct STAR/CMplus ADP technical training.• Monitor STAR/CMplus operations to ensure proper implementation of new or changed programs.• Provide STAR/CMplus with technical advice on communications equipment and capabilities. Serve as data processing expert for STAR/CMplus.

Continued on next page

Responsibilities, Continued

Responsibilities (continued)

Agency	Responsibility
Commandant (G-SL), continued	<ul style="list-style-type: none">• Direct efforts of project teams when introducing new projects or changing existing ADP operations.• Coordinate hardware and software requirements with appropriate program managers.• Render technical advice to Commandant (G-SLP) and make system and programming changes to accommodate STAR/CMplus.• Approve use of SALTS.
Commandant (G-CFM)	<ul style="list-style-type: none">• Render accounting advice and assistance for STAR/CMplus/ARMS transactions and interface with appropriate accounting systems.
Commandant (G-WTT)	<ul style="list-style-type: none">• Provide STAR/CMplus training advice to the Program Manager and assist in the implementation of related training programs.
MLCs, District Commanders, and Commanding Officers of Headquarters Units	<ul style="list-style-type: none">• Manage and administer STAR/CMplus for units under their authority.• Recommend changes to STAR/CMplus and monitor unit performance.• Provide data processing and telecommunication capabilities to STAR/CMplus users.• Serve as STAR/CMplus requisitioner for collocated activities.• Submit budget requests, obtain unit STAR/CMplus funding.

Continued on next page

Responsibilities, Continued

Responsibilities (continued)

Agency	Responsibility
OSC Martinsburg	<ul style="list-style-type: none">• Designate and supervise STAR/CMplus CGSW operators and control assignments of user ID's and passwords.• Recommend system improvements and submit STAR/CMplus budget data when required.• Provide STAR/CMplus support to units.

Automated Requisitioning Management System (ARMS)

ARMS System

ARMS is an interactive system located at OSC Martinsburg, WV. Military Standard Requisition and Issue (MILSTRIP) requisitions are transmitted from STAR or CMplus programs to ARMS. ARMS allows the user to:

- Query the system and view actions and status relating to requisitions.
 - Edit all transactions initiated by the user to ensure MILSTRIP requirements are observed.
 - Automatically obligate funds when requisitioning.
-

ARMS Exceptions

ARMS Procedures are not applicable to:

- Non-reimbursable type 2 and type 4 aviation spares from Aircraft and Repair and Supply Center (ARSC).
 - Requisitions using Document Identifier Codes (DIC) A0E, A05 (Requisitions with exception data).
-

ARMS Functions

ARMS is designed to automatically:

- Receive, format, edit, and process requisitions and requisition status.
 - Forward processed unit requisitions for accounting to DAFIS. Units will see an obligation notice and the Program Element Status (PES) report. See FINCEN SOP for transaction codes.
 - Transmit requisitions to DAAS for further transmission to the appropriate source of supply.
 - Receive and pass requisition backorder validations to ARMS users for validation and reply.
 - Close a requisition when cancellation status is received.
-

Continued on next page

Automated Requisitioning Management System (ARMS),

Continued

ARMS functions,
continued

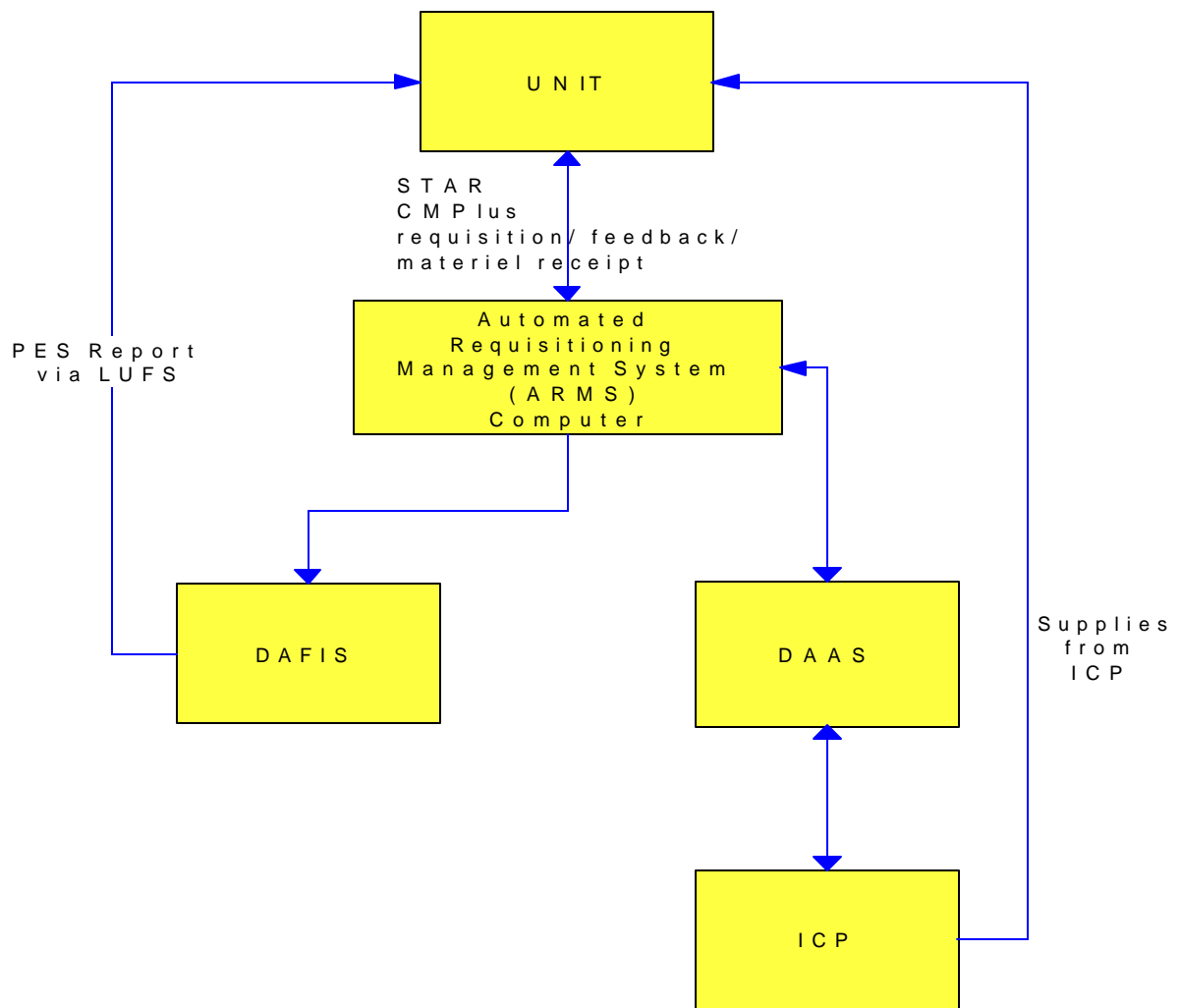
-
- Provide user query capability to view requisition records, status and follow-up, and the users cumulative transaction file and total obligations.
 - Forward a materiel receipt acknowledgment (MRA) to DAAS.

Continued on next page

Automated Requisitioning Management System (ARMS), Continued

ARMS Functions (continued)

ARMS Chart



Units will see an obligation notice on the PES report. See FINCEN SOP for transaction codes.

Standard Automated Requisitioning (STAR)/Configuration Management Plus (CMplus) & Streamlined Automated Logistics **Tool Set (SALTS)**

Background

STAR/CMplus is the standard requisitioning system authorized for all Coast Guard units with a Coast Guard Standard Workstation (CGSW) or other appropriate computer terminal.

STAR/CMplus system

STAR/CMplus is an interactive system operated at the unit level which allows the user to:

- Initiate requisitions, follow-ups, cancellations and receipts.
 - Query the system and view actions and status relating to requisitions.
 - Validate backorders from supply sources.
 - Edit all transactions initiated by the user to ensure MILSTRIP requirements are observed. Edits occur transparently to the user.
 - Become familiar with MILSTRIP Codes, how they are used and what function they perform.
 - Retain a requisition history file of all MILSTRIP requirements, requisitions, status and receipts.
-

STAR/CMplus exceptions

STAR/CMplus Procedures are not applicable to:

- Non-reimbursable aviation spares from Aircraft Repair and Supply Center (ARSC), type 2 and [type 4 materiel](#).
 - Requisitions using Document Identifier codes (DIC) A0E, A05.
-

Continued on next page

STAR/CMplus & SALTS, Continued

STAR/CMplus functions

STAR/CMplus is designed to:

- Format, edit and process unit requisitions.
- Transmit requisitions to OSC Martinsburg which transmits hourly to appropriate Source of Supply via ARMS and DAAS.
- Receive and process requisition status as well as follow-ups, cancellations and modifications to and from supply sources.
- Provide the ability to adjust accounting records.

NOTE: STAR/CMplus may be accessed by afloat units when in port and connected to land based data, record Network (TELNET) Telephone Lines or via INMARSAT when deployed.

- Maintain a Unit Transaction file for each STAR/CMplus user.
- Receive and pass requisition backorder validations to STAR/CMplus users for validation and reply.
- Record and forward to ARMS/DAAS materiel receipt acknowledgment (MRA).

Automatically...	When...
Closes a requisition (receipt for materiel)	Shipment status for total quantity order is received or when cancellation status is received.

Provides user query capability to view:

- Requisition records, status and follow-ups.
- The users cumulative transaction file and total obligations.

Catalog of user registered Coast Guard, DoD and GSA items with current prices.

Continued on next page

STAR/CMplus & SALTS, Continued

Automated procedures

Automated Procedures for STAR users are contained in the STAR [User Manual](#).

Automated procedures for CMplus users are in the CMplus [User Guide](#).

Manual Requisition log

The optional Surf Requisition Log (CG Form 4940) is a multi-purpose form for recording MILSTRIP requirements, requisitions, status and receipts when STAR/CMplus is not available. Unit personnel place their requirements in the log and the storekeeper or supply Petty Officer then completes the form by creating a STAR/CMplus transaction, SF-344 or message or telephone MILSTRIP transaction. A computer generated report may be used in lieu of this form.

Emergency requirements

Emergency requirements exist when:

- A CASREP occurs.
- Failure to receive an item results in an operational mission being impaired.
- A costly work stoppage occurs at an industrial or other facility engaged in repair or modification of equipment is caused.

Emergency Actions

- Verify that the source of supply has received your requisition.
- Call customer service of source of supply
- Send a "Supply Assistance" message to the source of supply.
- Request assistance from ARSC, ELC or MLC.

Emergency requisitions

Transmission of emergency requisitions (priority 02, or 03) is allowed via message or telephone ONLY when STAR/CMplus is not available or if there is exception data. **If the SOS is the ELC, emergency requisitions should be faxed to the Requisition Management Branch at (410) 762-6213.**

Continued on next page

STAR/CMplus & SALTS, Continued

Exceptions

MILSTRIP procedures do not apply when requisitioning:

- Bulk petroleum, coke or coal
- Communication Security (COMSEC) equipment, COMSEC aids, including classified components, individual repair parts, and elements which are classified and designated cryptographic.
- Industrial plant equipment.

Advantages

MILSTRIP provides users with a common language that:

- Transmits requirements
- Processes and issues materiel
- Establishes priority guidelines based on urgency of need
- Uses standard codes to represent various types of information.

SALTS

Streamlined Automated Logistics [Tool Set](#) (SALTS) is authorized for use in transmitting requisitions. Requisitions must be created in CMplus first then exported to SALTS. Use is restricted when deployed with DOD and STAR/ARMS is not operable.

Fiscal Year Cutoff Processing

Procedure

Year-end Accounting. MLCs, district commanders and commanding officers of Headquarters units will issue guidance to accomplish year-end accounting functions per Comptroller Manual (COMDTINST M7300.4 (series)), Volume 1, Accounting.

Establishing Cutoff Dates. To ensure timely obligation of expiring fiscal year funds, ELC will, if circumstances dictate, publish cutoff dates for all funded requisitions prior to 30 June of each fiscal year. This applies to funded requisitions and free issue reparable items received without a carcass turn-in. Cutoff procedures will also address processing of all priority MILSTRIP requisitions with the exception of 1, 4, and 11. Cutoff dates may not be set earlier than the middle of August. ELC will ensure that contractual and/or requisitioning vehicles are in place to accomplish the timely obligation of fiscal year ending monies. The submission of requisitions for supply fund and non-reparable free issue items are not effected. ARSC will also provide FY close-out instructions to their customers.

Cancellation. The ELC may cancel requisitions for items in categories other than those defined above. Notify the requisitioner promptly in accordance with MILSTRIP procedures to deobligate and reuse funds prior to the end of the fiscal year.

Legal Obligations. Requisitions or purchase orders may be placed by ARSC, ELC, MLCs, district or Headquarters unit Offices prior to 1 October on commercial sources, the Yard Industrial Fund (as distinguished from Authorized Fund Transfer stock at the Yard) or other government agencies to replenish stock. Obligations covering requisitions and purchase orders in this category are legal obligations against current fiscal year. These obligations may be carried over into the subsequent fiscal year if the requisitions are accepted by the source of supply **prior to the close of business on 30 September.**

Types of Forms

Procedures

Specific forms allow the user to requisition materiel or request status of a requisition in various ways.

Form	Is Used As A...
CG-4940 Surf Requisition Log	Optional form for recording unit requirements
DD-1149 Requisition/Invoice Shipping Document	Requisition, transfer and/or ship materiel
NAVSUP 1250-1 Single Line Item Consumption/Requisition Document (manual)	Local use for initial order for Depot Level Repairables (DLRs).
DD-1348-1A Issue Release/Receipt Document	Release Materiel from Source of Supply (SOS) Release Materiel from DRMO Receipt by consignee
DD-1348-6 Manual Non-NSN Requisition	Requisition for Non-NSN materiel
SF-344 Multi-Use Standard Requisition/Issue System	Initial request for NSN materiel from unit supply office Local use only, not to be submitted to outside sources

Section J

Acquisition of Special Items, Equipment, Supplies and/or Services

Overview

Purpose

This section provides the information to obtain items requiring special considerations in ordering.

Policy

Units shall use the following policies and procedures when ordering items that require additional control, handling or are not a function of the Supply Department (e.g., weapons, ammunition, medical, etc.).

All materials/services ordered shall be documented with appropriate copies maintained by the Supply Department for unit record purposes.

In this section

This section contains the following topics:

Topic	See Page
Acquisition of Excess Property (OAG)	4-J-3
Ammunition	4-J-5
Automated Data Processing (ADP) Equipment	4-J-6
Auxiliary Flags and Pennants	4-J-7
Chronometers	4-J-8
Compressed Gas and Compressed Gas Cylinders	4-J-9
Customer Assistance	4-J-10
Deceased Members Services	4-J-12
Flag Officer Stationery	4-J-14
Fuel Credit Cards - How to Order, Cancel or New or Replace Credit Cards	4-J-18
GSA Customer Supply Centers (CSC)	4-J-24
Lumber, Mill Work, Plywood and Veneer	4-J-25
Manila and Nylon Rope	4-J-26

Acquisition of Special Items, Equipment, Supplies and/or Services, Continued

In this section
(continued)

Topic	See page
Medical Materiel	4-J- 27
Miscellaneous Items	4-J- 28
Navigational Charts, Maps and Related Materials	4-J- 29
Navy-Owned Equipment Aboard Coast Guard Units	4-J- 33
Office Equipment and Furniture	4-J- 36
Ordnance Materiel	4-J- 37
Ozone Depleting Substances (ODS)	4-J- 39
Paint and Preservative Coatings	4-J- 44
Pesticides and Fumigation Services	4-J- 45
Port Services	4-J- 47
Portable Radiac Equipment	4-J- 49
Printing, Blank Forms and Publications	4-J- 51
Reporting Suspected Overpriced Parts	4-J- 54
Safety Equipment and Personal Protective Clothing	4-J- 56
Servmart Procurements	4-J- 61
Special Materiel - Aeronautical	4-J- 69
Subsistence	4-J- 71
Table Linen and Bedding	4-J- 72

Acquisition of Excess Property (OGA)

Introduction

With many Federal Agencies closing or downsizing, a multitude of excess property is now available from other Government Agencies (OGAs) to fill unit requirements.

Federal Agencies may access and review the available excess inventory via two different computerized systems:

- The Interrogation Requirements Information System (IRIS), an on-line program which provides visibility of all National Stock Number (NSN) items identified as excess in the worldwide inventory of the Defense Reutilization and Marketing Service (DRMS).
- The Federal Disposal System (FEDS)/Screen by Computer and Request Excess by Electronic Notification (SCREEN). FEDS/SCREEN is an on-line inquiry program with capability into the General Service Administration (GSA) excess/surplus assets inventory. (Replaces MUFFIN)

Purpose

To ensure Coast Guard (CG) personnel are aware of the availability of these excess assets and of the procedures for acquisition.

Policy

CG policy is to use excess supplies and equipment to the maximum extent possible; use excess supply and equipment to satisfy requirements before initiating new procurements, overhaul, or repair.

All CG personnel who process requests for supplies and equipment shall attempt to obtain their requirements from excess stocks first.

Accountability

All assets acquired through excess programs must be for official use only and accountable records maintained the same as with other assets that are purchased or requisitioned. This includes OM&S materials. Detailed instruction is provided in the Property Management Manual (COMDINST M4500.5 (series)).

Continued on next page

Acquisition of Excess Property From (OGA), Continued

Procedures

For detailed information on gaining access to these programs, refer to the Property Management Manual, COMDTINST M4500.5 (series). The Property Management Manual also provides details for obtaining handbooks from the above agencies that allow customers expanded use of the on-line systems.

Ammunition

Purpose

This topic provides information concerning policy and procedures for requisitioning ammunition.

Policy

- The Ordering of ammunitions shall be accomplished by the Ordnance Officer per instructions contained in COMDTINST 8000.2 (series).
 - Coast Guard requisitions can be submitted in either Requisition in English (RIE) or Military Standard Requisitioning (MILSTRIP).
 - Coast Guard requisitions shall be processed using either form through NAVORDCEN IMSD AMMO DETS located in Norfolk, VA or San Diego, CA.
 - The Supply Officer has no responsibility in requisitioning ammunition.
 - The Weapons Officer shall be the responsible person for all ammunition matters.
-

Requisitioning

The following responsibilities apply to requisitioning

Requisitioning	Responsibility
Service Allowance	Commandant (G-OCU) will provide original outfitting of service allowance to newly established floating units at no cost.
Refresher Training	Cutters obtain Non Combat Expenditure Allowances (NCEA) from Areas to support this requirement. Commandant (G-OCU) supports Areas with NCEAs to meet Coast Guard missions.
Training Ammunition for Cadet Cruises	Cutters obtain NCEAs from Areas to support scheduled Cadet Cruises.
Other Requirements	All HECs , MECs, Armory DETS and Areas can requisition ammunition using RIE or MILSTRIP via NAVORDCEN IMSD AMMO DETs.
Commercial Procurement	No commercial procurements are authorized without prior approval from (G-OCU). Morale ammunition: (i.e., 12GA, &.22 Cal) for morale weapons are not subject to this restriction.

Automated Data Processing (ADP) Equipment

Purpose	<hr/> <p>This section provides information concerning requisitioning and procurement of ADP Equipment.</p> <hr/>
Policy	<hr/> <p>Units that identify a need for ADP equipment and software shall obtain a wavier from Commandant (G-SIA) for additional allowances before procurement of such items.</p> <hr/>
Procedures	<hr/> <p>Units shall request assistance from the MLCs for the following:</p> <ul style="list-style-type: none">• Determining if the procurement complies with applicable federal regulations.• Identifying which regulations apply to a procurement and meeting the requirements of those regulations, including obtaining delegated procurement authority if necessary.• Serving as the point of contact with higher authority for regulatory compliance.• Ensuring procurements comply with Federal Property Management Regulations 102-35.2, entitled "Management Acquisition, and Utilization of Automated Data Processing Equipment."• Identifying the unit's needs based on information provided by the unit. <hr/>

Auxiliary Flags and Pennants

Purpose	<hr/> <p>This section describes how to obtain Coast Guard Auxiliary flags and pennants.</p> <hr/>
Policy	<hr/> <p>Auxiliaries shall determine the authorized Coast Guard Auxiliary flags and pennants required in accordance with Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)).</p> <hr/>
Procedures	<hr/> <p>To order auxiliary flags and pennants:</p> <ul style="list-style-type: none">• Submit a purchase order to: <p>Coast Guard Auxiliary National Board Inc. 9449 Watson Industrial Park St. Louis, MO 63126 or Fax (314) 962-6804</p> <hr/>
Customer Service	<hr/> <p>Call (314) 962-8828 for additional information or help in obtaining flags and pennants.</p> <hr/>

Chronometers

Purpose	This section provides information concerning requisitioning of Chronometers and timepiece rate books.
Policy	All mechanical Chronometers have been replaced by battery powered quartz Chronometers. Activities should replace all current on board Chronometers through attrition.
Requisitioning	Prepare requisitions in accordance with procedures in this chapter and submit requisitions to the NAVICP (N35) Mechanicsburg, PA.
Navigational Timepiece Rate Book	The Navigational Timepiece Rate Book (NAVSHIPS Publication 4270) may be obtained from the Navy without charge. This publication will be used to record rates and errors.

Compressed Gas And Compressed Gas Cylinders

Purpose	<p>This section provides information concerning requisitioning of Compressed Gas and Compressed Gas Cylinders.</p>
Policy	<p>Compressed Gas and Compressed Gas Cylinders shall be requisitioned from the nearest source of supply when possible.</p> <p>Commercial procurement of Compressed Gas and Compressed Gas Cylinders is authorized when government sources are not available.</p> <p>Units shall follow current procedures for handling of hazardous materials when ordering or disposal of compressed gases and cylinders.</p>
Procedures	<p><u>Compressed Gas Required with Gas Cylinder.</u> When gas is requisitioned and the cylinders of the exact type are being simultaneously exchanged, the requisitions for gas will show advice code 5G. A requisition is required for each type of compressed gas. Compressed gas will normally be procured using walk through requisitions because of the danger and restrictions involved in transporting the filled cylinders via commercial carriers.</p> <p><u>Compressed Gas Required Without Gas Cylinder.</u> When gas is requisitioned and the cylinder is not to be simultaneously exchanged, two requisitions are required. One requisition is required for the gas (appropriately cross referenced to the document number for the cylinder requisitioning the remark blocks). The use of the cross reference will assist in expediting requests through the processing cycle. The prompt return of all empty cylinders is essential for the maintenance of adequate stocks of gas.</p> <p><u>Returning unused gas cylinders.</u> Cylinders not being used for exchange and not needed shall be returned utilizing Form DD-1348-1A documentation to the nearest supply activity that handles Compressed Gas and cylinders.</p> <p>Ozone Depleting Substances (ODS), such as refrigerants (e.g., R-12, R-22) are authorized to be requisitioned from the Federal Supply System by authorized units including MLCs and Districts. These are no cost requisitions pulling CG owned supplies stored by DLA (DSCR).</p>
Restrictions	

Customer Assistance

Purpose

- To provide necessary communication between the customer, technical personnel and supply support facilities.
 - Serves as focal point for strengthening effectiveness, communications and responsiveness to customer needs.
 - Develops and coordinates customer-oriented programs.
-

Definitions

Numerous supply and technical support facilities within the government have customer assistance programs. The following names are commonly used and are interchangeable: Customer Assistance, Customer Service, Customer Relations Department, Liaison Officer.

References

- Coast Guard (CG) Aircraft Repair & Supply Center (ARSC) Customer Service Guide
 - Defense Logistics Agency (DLA) Customer Assistance Handbook
 - Navy Inventory Control Point (NAVICP) for ships (formerly the Navy Ship Parts Control Center (SPCC)) Customer Assistance Guide
-

Policy

CG units are authorized to use Customer Assistance in obtaining information for supplies and services to the maximum extent possible.

Procedures

The following table provides a list of the most common supported items and the Customer Service Points of Contact.

ASSISTANCE FOR	POINT OF CONTACT
CG Hull, Mechanical, Electrical (HM&E), Ordnance and Electronic and Logistics Support	CG Engineering Logistics Center (ELC)
Navy Materiel	CG Liaison Officer, NAVICP for ships, Mechanicsburg, PA (Code 101CG)
DLA Managed Items	DLA activities found in the DLA handbook by contacting the appropriate ICP.
GSA Materiel	GSA Office from the GSA Customer Assistance Handbook
CG Aircraft Materiel	Aeronautical Repair and Supply Center (ARSC)

Continued on next page

Customer Assistance, Continued

Unresolved problems	Units unable to obtain assistance should contact the ELC Customer Service Branch. The ELC provides liaison with Other Government Agencies (OGAs) in regard to problems with receiving a critical item, the quality of an item, or in relation to form, fit or function.
----------------------------	---

Deceased Members Services

Purpose This section provides information concerning acquiring services for active duty deceased members.

Policy The Coast Guard Decedent Affairs Guide (COMDTINST M1770.1 (series)) provides guidance for the disposition of deceased members.

Responsibilities The following is a list of responsibilities for the various agencies:

Agency	Responsibility
Maintenance and Logistics Command or District Commander (a)	Shall provide units with necessary assistance and arrangements for disposal of remains as required by the unit.
Unit	Shall contact the MLCs or District (a) for a listing of Coast Guard government contractors in the area where death occurred. After hours units shall contact the appropriate Operations Center for contractor availability and information.

Procedures The unit supply officer may be required to assist in making arrangements for disposition of the remains of deceased personnel that die on active duty. They shall be guided by the policies in the Coast Guard Decedent Affairs Guide. Preexisting contracts for encasement of remains and services shall be used when available.

Non-availability of preexisting government contracts will require cost proposals from three undertakers before services are provided. Funeral directors have copies or access to government contracts and regulations for the specifications relative to preparation and encasement.

When multiple bids have been received and the lowest bid is in excess of the government contracts, expenditure of the amount equal to the lowest bid is authorized.

Continued on next page

Deceased Members Services, Continued

Procedures (continued)

If it is impractical to secure more than one bid, a contract may be awarded with the available undertaker in the amount not to exceed the Government contracts.

On death of an active duty member overseas, personnel shall contact the local Defense Attaché at the American Embassy or Consulate.

Flag Officer Stationery

Purpose This section provides procedures for requisitioning flag officer stationery.

Policy Flag officer stationery is for the use of flag officers in the grades of O-7 through O-10. Civilian or officer personnel filling a flag officer or equivalent billet are not authorized flag officer stationery.

Units shall charge stationery costs to Allotment Fund Code 30 made available to each Flag Officer.

Description Flag officer stationery (plain and partially printed) contains the official emblem which consists of the official blue flag flying on a gold halberd and staff bearing the appropriate number of white stars. The emblem is printed on:

- Invitations
- Place cards
- Letter and Letterhead
- Informal notes

Type	Description	Envelopes Included	Used for...
Plain Invitations	Card, 5 3/8"X4 1/4", containing the official emblem but without the standard Flag Command language	Plain	functions such as memorial services, military reviews, etc.
Printed Invitations	Card, 5 3/8"X4 1/4", printed with official emblem and applicable language	Plain	
Place Cards	Card, 5 1/8"X2 1/8", printed with official emblem; die-cut and scored for folding to stand upright	No	seating at official functions.

Continued on next page

Flag Officer Stationery, Continued

Description (continued)

Type	Description	Envelopes Included	Used for...
Letter Paper	Paper, 7"X8 1/2", printed with official emblem. Officer's name will NOT be printed.	Plain	
Letterhead Paper	Paper, 7"X8 1/2", printed with official emblem, and name and office address of the Flag Officer.	envelopes w/return address of Officer.	
Informal note	Paper, 5 3/8"X7 1/2", printed with official insignia centered on lower half of paper	Plain	used as short notes or replies to correspondence. When folded, used as a place card
Second Sheet	Paper, 7"X8 1/2", plain	No	continuation of Letter/Letterhead.

Procedure

The requisition order for letterhead paper must include the title and address to be printed on the accompanying envelopes.

Stationery items should be ordered as follows:

Continued on next page

Flag Officer Stationery, Continued

How to order

Use the following information to order Flag Officer stationery; include the appropriate number of stars and the Flag insignia.

Item	Description	Order From	Stock Number	Unit of Issue
Stationery	7X8 1/2" (1 thru 4 stars) Include appropriate title and address on ordering document. Envelope not included.	COMDT (G-SI)	None	Box (500)
Stationery	7X8 1/2 " (4 and 3 stars) Plain envelope included.	COMDT (G-SI)	None	Box (500)
Stationery	7X8 1/2 " (2 stars) Plain envelope included.	ELC	7530-01-029-6638	Box (500)
Stationery	7X9 1/4" note papers (1 star) Plain envelope included.	ELC	7530-01-GF3-0890	Box (500)
Informal Note	5 3/8"X7 1/2" (4 and 3 stars) Plain envelope included.	COMDT (G-SI)	None	Box (250)
Informal Note	7X9 1/4" note papers (2 stars) Plain envelope included.	ELC	7530-01-029-6637	Box (250)
Informal Note	5 3/8"X7 1/2" (1 star) Plain envelope included.	ELC	7530-01-GF3-1000	Box (250)

Continued on next page

Flag Officer Stationery, Continued

How to order (continued)

Item	Description	Order From	Stock Number	Unit of Issue
Invitation	5-3/8" X 4-1/4" (4 and 3 stars) Printed with event information. Plain envelope included.	COMDT G-SI	None	Box (250)
Invitation	5-3/8"X4-3/8 " (2 stars) Printed with event information. Plain envelope included.	ELC	7530-01-031-8753	Box (250)
Invitation	5-3/8"X4-1/4" (1 stars) Printed with event information. Plain envelope included.	ELC	7530-01-GF3-0890	Box (250)
Placecard	5-1/8"X2-1/8" (4 and 3 stars)	COMDT G-SI	None	Box (250)
Placecard	5-1/8"X2-1/8" (2 stars)	ELC	7530-01-031-8754	Box (250)
Placecard	5-1/8"X2-1/8" (1 stars)	ELC	7530-01-GF3-0910	Box (250)

Fuel Credit Cards- How To Order, Cancel, or Replace Credit Cards

Purpose

This section describes the procedure for ordering, canceling and replacing Fleet Fuel Credit Cards and Aircraft Fuel Credit Cards (AVCARD) by Email.

Responsibilities

The following offices or units are responsible for placing credit card orders:

- Integrated Support Commands (ISCs),
- Maintenance and Logistics Commands (MLCs), and
- Commanding Officers of Headquarters units.

Procedure

The following steps are required to order a new or replacement card:

Step	Who Does It	What Happens
1	Unit	The authorized individual at the unit submits a request to the Distribution Site Manager for a new or replacement fuel credit card. Note: AVCARD requests should be emailed directly to the email address "AVCARD" for processing.
2	Distribution Site Manager	Prepares an email message with the required information. The email is sent to FleetFuel, using the email address located in the US Coast Guard Global Email Address Listing.
3	FINCEN	<ul style="list-style-type: none">• Copies the information into a FleetFuel database.• Extracts the information from the database and electronically sends it to the issuing credit card company, which is Bank One.• Questions or Inquiries for FleetFuel Credit Card(s) Contact: FleetFuel/FINCEN 1430A Kristina Way Chesapeake, VA 23326-1000 Tel: (757) 366-6561 Fax: (757) 523-6030

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Procedure (continued)

3 (continued)	FINCEN	<ul style="list-style-type: none">• Questions or Inquiries for <u>AVCARD</u> Credit Card(s) Contact: AVCARD Customer Service (757) 366-6561 or Inquiries Contact: FleetFuel/FINCEN 1430A Kristina Way Chesapeake, VA 23326-1000 Tel: (757) 523-6079 Fax: (757) 523-6030
4	Bank One	<ul style="list-style-type: none">• Produces the credit card(s) based on the information received from FleetFuel.• Sends the new card(s) to FleetFuel for distribution to the requesting Distribution Site Manager. <p>Customer Service Number: Tel: (888) 297-0781</p>
5	FINCEN	<ul style="list-style-type: none">• Mails the card(s) to the appropriate individual (Distribution Site Manager) as indicated by the billing account number.
6	Distribution Site Manager	<ul style="list-style-type: none">• Forwards the card(s) to the appropriate individual at the requesting unit for usage.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

New Fleet Fuel Credit Card

The following information is **mandatory** on the email request for a new fleet fuel credit card:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
OPFAC	Provide the unit's five digits OPFAC number.
Asset Number	Provide the identification number located on the Hull/Tail/License Plate.
Object Class	Provide the appropriate object class: <ul style="list-style-type: none">• 2632 Aircraft Fuel• 2634 Vehicle,etc.• 2637 Small Boat Fuel• 2639 Cutter Fuel• 2641 Shore Unit Fuel• 233Q LPG
Accounting Line	Provide the complete accounting line for fuel charges.

Replace A Fleet Fuel Credit Card

The following information is **mandatory** on the email request for a replacement fleet fuel credit card:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
Credit Card Number	Provide the credit card number of the card to be replaced, if known.
OPFAC	Provide the unit's five digits OPFAC number.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Replace A Fleet Fuel Credit Card (continued)

Asset Number	Provide the identification number located on the Hull/Tail/License Plate.
Object Class	Provide the appropriate object class: <ul style="list-style-type: none">• 2632 Aircraft Fuel• 2634 Vehicle,etc.• 2637 Small Boat Fuel• 2639 Cutter Fuel• 2641 Shore Unit Fuel• 233Q LPG
Accounting Line	Provide the complete accounting line for fuel charges.

Cancel A Fleet Fuel Credit Card

The following information is **mandatory** on the email request for **canceled** a **fleet** fuel credit card:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
Credit Card Number	Provide the credit card number of card to be cancelled.
OPFAC	Provide the unit's five digits OPFAC number.
Asset Number	Provide the identification number located on the Hull/Tail/License Plate.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Cancel A Fleet Fuel Credit Card (continued)

Object Class	Provide the appropriate object class: <ul style="list-style-type: none">• 2632 Aircraft Fuel• 2634 Vehicle,etc.• 2637 Small Boat Fuel• 2639 Cutter Fuel• 2641 Shore Unit Fuel• 233Q LPG
Reason for Cancellation	Provide a brief reason for the cancellation request. Indicate if a replacement card needs to be issued.
Accounting Line	Provide the complete accounting line for fuel charges.

Aircraft Fuel Credit Card (AVCARD)

The following information is **mandatory** on the email request when **ordering** or **canceled** an AVCARD:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
OPFAC	Provide the unit's five digits OPFAC number.
Tail Number	Provide the identification number located on the Tail of the aircraft.
Location	Provide the location that the aircraft (tail number) has transferred from/to.
Accounting Line	Provide the complete accounting line for fuel charges.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Definitions

New Card - A new fuel credit card is a card that is NOT currently in the FleetFuel database. Therefore, it should not appear on the monthly statements received from Bank One.

Replacement Card - A replacement card is a card that is still active in the FleetFuel database. The request for a replacement must be ordered exactly as shown on the monthly statements received from Bank One.

Cancelled Card - A cancelled fuel credit card is a card that has been deleted from the FleetFuel database and is no longer valid for use.

Distribution Site Manager - Is the Regional/District Area Focal Point that is authorized to submit credit card requests to the FINCEN/FleetFuel. The Distribution Site Manager is normally located at the Integrated Support Commands (ISCs). A list of the Distribution Site Managers, by location, can found on the G-SLP Homepage.

NOTE: If the OPFAC number needs to be changed, order as a replacement card.

GSA Customer Supply Centers (CSC)

Definitions This section describes GSA Customer Supply Centers (CSC) and their use.

Purpose The CSC provides a fast, economical and efficient way of obtaining small quantities of immediate supply requirements required by Coast Guard units.

Reference General Services Administration Customer Assistance Guide. Contact the GSA Help Line , (202) GSA-HELP for the nearest GSA Customer Service Center.

Policy Units shall take advantage of the CSC program;

- Unit commanding officers must designate individuals, by title, authorized to approve CSC accounts. This information must be provided to the appropriate GSA CSC. Updates must be provided to GSA CSC as necessary.
- Unit Commanding officers shall ensure that only current personnel are authorized to use CSC accounts.
- Use of **Government-wide Commercial Purchase Card** is the preferred method of purchasing from GSA CSC.

Authorizing official Unit commanding officers are authorized the establishment of the CSC account with GSA.

Procedure Account setup and administration shall be accomplished in accordance with:

Action	Instruction
Setup	GSA Customer Assistance Guide
Accounting/Billing	FINCEN SOP

Lumber, Mill Work, Plywood And Veneer

Purpose

This section provides information concerning requisitioning of Lumber, Mill work, Plywood and Veneer.

Policy

Since reorder control of lumber and other Federal Supply Class (FSC) Group 55 items (with the exception of those plywood items required to support Aids to Navigation day markers) has been decentralized, direct local commercial procurement is authorized and preferred.

Procedures

Procurement procedures for commercial procurements shall be followed except where standard MILSTRIP procedures apply for the following exceptions:

- Large quantities (truckload 18,000 pounds or carload 36,000 pounds or more) will be ordered from Defense Supply Center Richmond (DSCR), Richmond, VA.
 - Items identified in Navy Stock List may be ordered from designated Navy Support points. The Afloat Shopping Guide, Group 55 provides a listing of most items used in damage control for shipboard purposes stocked by Navy Supply Activities.
 - Items identified in General Services Administration (GSA) Catalog that may be ordered from GSA supply points.
-

Manila and Nylon Rope

Purpose

This section provides information concerning requisitioning of manila and nylon rope.

Policy

Coast Guard units shall requisition from DLA or Navy Supply Sources using MILSTRIP procedures. Advice code “2N” should be used for continuous length.

Commercial procurement is not authorized.

Medical Materiel

Purpose

This topic provides information concerning requisitioning of medical supplies.

Policy

Supply support for medical and dental supplies is provided by the Defense Supply Center Philadelphia (DSCP).

Commandant (G-WKH) provides policy concerning medical support for units.

Medical and dental materials shall be stocked per the unit's Coast Guard Medical Allowance List. The List will vary according to type of unit as indicated below:

- Health Services Allowance List, Ashore (M6700.5 (series))
- Health Services Allowance List, Afloat (M6700.6 (series))
- Health Services Allowance List, Part III, Shore Units and Vessels (M6700.7 (series))

Initial outfitting will be coordinated by Commandant (G-WKH).

Requisition for medical and dental supplies shall be submitted to DSCP via STAR/[CMplus](#). Some units are allowed to requisition via the prime vendor program.

Problems concerning supply support for medical or dental supplies, except controlled drugs, shall be directed to Engineering Logistics Center.

Problems concerning controlled drugs shall be submitted to Commandant (G-WKH).

First aid kits for Coast Guard units identified in the Medical Allowance List shall be requisitioned by the unit directly from DoD or GSA supply sources as applicable.

Miscellaneous Items

Purpose

This section provides information concerning requisitioning of Miscellaneous Items or for items or services not covered.

Policy

Assistance shall be provided by local Coast Guard Supply Support Units to unit personnel.

Procedures

Engineering Logistics Center (ELC), Baltimore, MD, has a requisition management branch (410) 762-6900 to assist unit personnel with supply support problems, and personnel should use them when local assistance does not satisfy the units needs. **For general electronic or vessel related requisitioning problems and questions, activities should contact the ELC Customer Service Branch at (410) 762-6800.** For aviation items, call the appropriate ARSC Product Unit Manager at (919) 335-6597 for assistance. For items that are Navy supported, a Coast Guard representative is available at Navy ICP, (Code 101CG) Mechanicsburg, PA, and may be reached at (717) 605-3771 to help facilitate unit requirements.

Navigational Charts, Maps And Related Materiels

Purpose

This section provides information concerning requisitioning of navigational charts, maps and related materiel.

Policy

Coast Guard units are provided charts, maps and related materiels automatically with established Automatic Initial Distribution (AID) accounts from the National Imagery and Mapping Agency (NIMA).

Requisitioning of charts, maps and related materiels shall be through STAR/CMplus or NIMA using MILSTRIP. MILSTRIP will include Routing Identification Code (HM8), Signal Code "D" and Fund Code "NS".

Procedures

Urgent operational needs may be submitted to the nearest Defense Mapping Agency Hydrographic Center Office (DMAHCO) when operations do not permit normal requisitioning. CAUTION should be taken as limited issue and stocking is handled by these offices.

The NIMA has assigned National Stock Numbers (NSNs) to its products and have published them in the Semiannual Bulletin Digests. All charts and maps needed by the Coast Guard are listed in this publications by the old DMA stock number and new NSN. When ordering charts and maps, units are to use the new NSNs since the requisitions may then be placed through STAR/CMplus using the standard A0A, or A01 format.

This procedure went into effect on 1 September 1997. The purpose of this is to have a standard answer to the USCG customers when they call to order products from NIMA.

- When a call comes into Requisition [Processing](#), and it is determined that an order has not been placed and is needed, customers will be referred to order that item through the Coast Guard Supply System (e.g., STAR, CMplus or message (if a priority)).

Continued on next page

Navigational Charts, Maps And Related Materiels, Continued

Requisitions from USCG units

- When a call comes into Requisition Processing and it is determined that an order already exists within the system, the requisition number can be used to make inquiries.
- Orders that are received by fax or mail will be returned to sender and sender will be advised to submit the order through the Coast Guard Supply System (e.g., STAR/CMplus or message (if a priority)).
- Upon request from Coast Guard Commandant (G-OPN), a printout of current NIMA Customer Activity Address Directory will be forwarded to the Coast Guard Maps, Charts and Geographical (MC&G) officer.

The procedures that follow will be used for EMERGENCY SUPPORT.

- Emergency Support is provided to meet an immediate, one-time requirement that is mission critical. For such cases, NIMA Customer Support Teams (CSTs), liaisons, and/or the Coast Guard MC&G officers (202) 267-0358 will coordinate over-night delivery with the NIMA Inventory Control Point (ICP). Requirements will be faxed to the NIMA ICP and will include an account number (DODAAC), product stock numbers, quantities, a specific ship-to address (no P.O. Box), POC and commercial phone number.
- When required, supporting base activities/base supplies can validate and forward an over-night emergency request. Supply personnel will first receive the request from the customer and validate the emergency requirement. Supply personnel will then call the NIMA ICP and inform them telephonically that an emergency exists and an over-night requisition will be faxed to the office. This fax should be sent to the agent who was called and, upon receipt, will validate, process and forward the requisition to the depot. The request should include an account number (DODAAC), product stock numbers, quantities, a specific ship-to address (no P.O. Box), POC, and commercial phone number.

The following are CRISIS SUPPORT procedures.

- Crisis Support is defined and is in the NIMA Ordering Procedures Manual published within all NIMA Product Catalogs. Crisis Support is implemented as a result of a national crisis and is declared by the JCS Staff.

Continued on next page

Navigational Charts, Maps And Related Materiels, Continued

Requisitions from USCG units (continued)

- Information that is passed to the Requisition Processing personnel will come from the CST or command MC&G officer. All crisis will have a JCS assigned project code.
-

Customer Assistance

For assistance in ordering navigational charts, maps and related materiels contact:

- DLA at 1800-826-0342
E-mail address: pc9@dscr.dla.mil
Internet address: <http://www.dscr.dla.mil>
 - Commandant (G-OPN) (AID accounts & initial orders) at (202) 267-1600
 - Commandant (G-SLP) (requisitioning) at (202) 267-2601
 - MC&G Officers (overnight delivery) at (202) 267-0358
-

Continued on next page

Navigational Charts, Maps And Related Materiels, Continued

Example of MILSTRIP Message Requisition

P 022100Z JAN 97
FM COGARD STA SOUTH PORTLAND ME
TO DAAS DAYTON WRIGHT PATTERSON AFB OH
BT
UNCLAS //N04400//
SUBJ: MILSTRIP DOCUMENTS
A0AHM8S7642014010479EA00020Z3016270020001R*****DNS*****060152B**
BT
LEGEND:

RP 1-3 'A ZERO A' ONLY
RP 4-6 ROUTING IDENTIFIER CODE FOR NIMA: HM8
RP7 MEDIA & STATUS CODE: USE 'S'
RP 8-20 NATIONAL STOCK NUMBER
RP 21-22 COG CODE: USE ONLY WHEN REQUISITIONING MAPS OR CHARTS
FROM NAVY SOURCES; OTHERWISE LEAVE BLANK
RP 23-24 UNIT OF ISSUE
RP 25-29 QUANTITY REQUIRED
RP 30-43 REQUISITION NUMBER CONSISTING OF UNIT DoDAAC, JULIAN DATE
AND SERIAL NUMBER
RP 44 DEMAND CODE: R= RECURRING DEMAND; N= NONRECURRING
DEMAND
RP 45-50 SUPPLEMENTARY ADDRESS: NOT TO BE USED
RP 51 SIGNAL CODE: SIGNAL CODE 'D' IS THE ONLY CODE ACCEPTED BY
NIMA FROM COAST GUARD ACTIVITIES
RP 52-53 FUND CODE: FUND CODE 'NS' IS THE ONLY FUND CODE ACCEPTED
BY NIMA FROM COAST GUARD UNITS
RP 54-59 DISTRIBUTED AND PROJECT CODES: LOCAL USE PER 4-C
RP 60-61 PRIORITY DESIGNATOR
RP 62-64 REQUIRED DELIVERY DATE
RP 65-66 ADVICE CODE: ONLY 2B, 2C OR 2J ARE TO BE USED FOR NIMA
PRODUCTS

**NOTE: ANY FIELD NOT USED IS TO BE LEFT AS A BLANK SPACE; E.G.,
REQUIRED DELIVERY DATE, ADVICE CODE, SUPPLEMENTARY
ADDRESS.**

Navy-Owned Equipment Aboard Coast Guard Units

Purpose This section provides information concerning requisitioning of Coordinated Shipboard Allowance List (COSAL) spare parts for Navy-Owned equipment in Coast Guard custody.

Policy The Navy provides Coast Guard units equipment to facilitate joint service operations. The Navy retains ownership of the equipment and provides funds via Coast Guard Headquarters for allowed COSAL spare parts. No Navy COSAL requisition will be filled until the unit registers installed equipment in the Navy Weapons System File (WSF) via the ELC. Units shall use the OPNAV 4790 CK form to report any configuration change of Navy owned equipment in their custody to the ELC .

Units shall requisition shipboard allowance spare parts for Navy owned equipment using the MILSTRIP process. Usually, initial spares parts are provided during installation of equipment. If the spares are not provided, The Navy installation team will provide MILSTRIP requisitions to be submitted after the equipment is registered on the Navy WSF by the ELC.

Procedure

- Identify all spare parts in the package
- Check the Allowance Parts List (APL) to insure receipt of all allowed items

NOTE: If unit personnel are unsure of allowed items, contact the ELC for guidance. If allowed items are missing from the spares package, contact the ELC for guidance.

- Place spare parts into unit inventory and register them on unit stock records in CMplus, SCAMP, etc. Do not stock as a package. Stock the individual spare parts by NSN or CAGE & P/N.
 - Fill out required OPNAV 4790CK(s) as per instructions in this manual and forward to the ELC.
 - Register the new equipment on unit property record (AIM/CMplus)
-

Continued on next page

Navy-Owned Equipment Aboard Coast Guard Units, Continued

Procedure (continued)

- Delete any equipment removed/replaced from unit property record.

Note: This includes version changes. For example, if a system is upgraded from an AN/equipment(V)3 to AN/equipment(V)4, you must add the (V)4 nomenclature to your property record AND delete the (V)3 nomenclature.

Procedures

If a spare parts package is not provided, the unit shall:

- Fill out required OPNAV 4790 CK(s) as per instructions in this manual and forward to the ELC.
- Register the new equipment on unit property record (AIM/CMplus)
- Delete any equipment removed/replaced from unit property record.

Note: This includes version changes. For example, if a system is upgraded from an AN/equipment (V)3 to AN/equipment (V)4, you must add the (V)4 nomenclature to your property record AND delete the (V)3 nomenclature.

- Requisition COSAL spare parts after confirming with the ELC that your unit has been registered on the NAVY WSF.

Units shall requisition replacement spares using the usual process (CMplus/STAR, narrative message...) and the codes outlined below. Units are authorized to requisition COSAL spares for equipment registered in their custody on the Navy WSF by the ELC.

The following format for requisitioning initial outfitting of spare parts shall be used and charged to a Coordinated Shipboard Allowance List (COSAL or CALMS/MICA) Technical Operating Budget (TOB) with the following exceptions:

Block	Field Legend	Entry
30	Service Designator	“N” Service Code
31-35	“N” Service Code UIC	As applicable
44	Demand	“N”

Continued on next page

Navy-Owned Equipment Aboard Coast Guard Units, Continued

Procedure (continued)

Block	Field Legend	Entry
45-50	Supplementary	Service Designator code "N" and UIC of Address of the Naval Supply Center holding the appropriate COSAL TOB.
51	Signal Code	"B"
52-53	Fund code	Leave blank if requisition is submitted to a NAVSEA TOB holder. Enter the fund code designated by the NAVSEA TOB holder if submitted to another supply activity.
57-59	Project Code	ZR3 (See note 1).
65-66	Advice Code	5D (See note 2).

Note 1: Project Code ZR3 applies to initial outfitting and repair parts support of Navy-owned equipment onboard Coast Guard Ships.

Note 2: Advice Code 5D must be used for all "7" Cog items.

Coast Guard requisitions for Navy Stock Account (NSA) materiel including Depot Level Reparables (DLRs) will be honored by Navy ICPs and Navy Stock Points on a cash sale basis. Where applicable, the Navy will reimburse the Coast Guard quarterly for funds expended in support of Navy-owned equipment.

Field changes, Ordnance Alterations (ORDALTS) and modification kits will be requisitioned directly from the cognizant Navy ICP or Hardware Systems Command inventory manager. Requisitions will contain a "D" or "M" signal code and no fund code.

Office Equipment and Furniture

Purpose	<hr/> <p>This section provides information concerning requisitioning of office equipment.</p> <hr/>
Policy	<p>Office equipment and furniture will be assigned to positions or billets when performance of the duties require such equipment.</p> <p>Guidelines and standards are listed in the Property Management Manual, (COMDTINST M4500.5 (series)) (except for ADP equipment) and should be reviewed prior to procuring office equipment or furniture.</p> <hr/>
Procedures	<p>Procure office equipment through MILSTRIP procedures or from UNICOR Federal Prison Industries or GSA Federal Supply Schedules to the maximum extent possible. UNICOR will provide a waiver if they cannot meet a unit's needs, and the waiver <u>must</u> be included in the procurement file. Commercial sources not on government contract shall not be used except under emergency conditions and only with appropriate justification detailing circumstances for not using government sources.</p> <hr/>

Ordnance Materiel

Purpose

Provides guidance pertaining to the ordering of Ordnance Materiel.

Policy

The Coast Guard shall utilize the Navy as the first source of supply for .50 cal, CIWS, 25mm, 76mm and SRBOC.

All small arms less than .50 cal (i.e., 7.62mm, 9mm, etc) are Coast Guard owned.

Ammunition may be ordered by servicing armories for all small arms less than .50 cal.

Servicing Armories and WHECs and WMECs can order .50 cal and greater ammunition using MILSTRIP requisitions IAW NAVORDCENINST 8010.2 (series).

All repair parts, .50 cal and pyrotechnics may be ordered only by servicing armories or those units authorized to maintain repair parts.

The Supply Officer has procurement responsibility for:

- authorized ordnance item repair parts (Navy owned .50 cal and up)
- allowance list items (Navy owned .50 cal and up)
- ordnance safety precaution signs
- ordalt and field change kits(s) (Navy owned .50 cal and up)
- providing requisition numbers and MILSTRIP information assistance to the ordnance officer for ordering parts

The Weapons Officer shall be the responsible person for ammunition orders.

- .50 cal and up via MILSTRIP
- less than .50 cal through servicing armory

Continued on next page

Ordnance Materiel, Continued

Procedures - New .50 cal

- OFCO goes to Commandant (G-OCU-3).
 - G-OCU-3 sends letter to NAVSEA for ordnance allowance
 - NAVSEA sends letter to G-OCU-3 and Naval Weapons Support Center (Code 4086), 300 Highway 361, Crane IN 47522-5001, authorizing allowance
 - Unit or District orders allowance items via MILSTRIP using RIC N35 and appropriate advice code.
-

Procedures- SARF (Small Arms Repair Facility)

Address:

US Coast Guard (USCG)
Small Arms Repair Facility
BLD 251, NAVSURFWARCENDIV
300 Highway 361
Crane IN 47522-5001

- Small arms no longer serviceable nor reparable by servicing armories shall be returned to SARF requesting replacement
 - Small arms lost shall request replacement from SARF with a letter and survey (including investigation report) to Commandant (G-CFM-3)
 - Small arms may be repaired or replaced from the nearest servicing armory
 - Replacement will be made to unit without cost
-

Ozone Depleting Substances (ODS)

Introduction

This section describes Coast Guard (CG) policy when requisitioning and returning Class 1 Ozone Depleting Substances (ODS).

Purpose

CG units will order and return Class 1 ODS materiel from the Defense Supply Center Richmond (DSCR), Richmond, VA. The Defense Logistics Agency (DLA) has designated DSCR as the ODS control activity. Class 1 ODS agents are defined as Halon, Freon (CFC), Carbon Tetrachloride, and Methyl Chloroform, which damage the ozone layer above the earth. Effective 31 Dec 95, production of Halon has not been legally permitted in the U. S. All other commonly used class 1 ODS agents were phased out by 31 Dec 95. This includes the commonly used refrigerant/coolant R-12.

Policy

In order to ensure that the CG has a sufficient supply of Class 1 ODS materiel until replacement items can be identified or developed, the CG will participate in the ODS Defense Reserve established by the Department of Defense (DOD). CG units will follow the following ODS guidelines:

Returning Procedures

- CG units will recover or turn-in all excess Chlorofluorocarbons (CFCs) and Halons not in mission critical applications to DSCR for the establishment of the CG Defense Reserve.
 - CG units are no longer required to submit Request for Credit (Document Identifier Code FTE) when returning Class 1 ODS to the Defense Reserve.
 - All types of cylinders will be accepted (e.g., fire extinguishers, spheres, canisters). Only recovery cylinders should be used when returning Class 1 ODS. Government recovery cylinders are available free of charge from DSCR and can be requisitioned by using MILSTRIP. Recovery cylinders are described as follows:
 - Recovering CFC's - cylinders are painted orange
-

Continued on next page

Ozone Depleting Substances (ODS), Continued

Policy (continued)

- Recovering Halons - cylinders are red with gray or white stripes
- Both types have yellow tops and dual ports or two valves
- All ODS cylinders must be tagged as follows:
 - The shipper's DoDAAC
 - Shipping activity with POC and phone number
 - The NSN of the cylinders containing the recovered Class 1 ODS
 - Type of ODS (e.g., Halon 1301 or CFC-12)
 - Qty of cylinders and pounds of ODS contained within the shipping container
 - Apply a "WARNING" or "HAZARDOUS" label in accordance with DOT Regulations, 49 CFR, part 172.101
 - If like NSN ODS items are shipped in a box, container or palletized, only one tag/label is necessary for that shipment.
- Fire suppression cylinders/canisters with electrical charges or initiators **MUST BE DEACTIVATED** prior to shipment. Safety caps **MUST** be used to cover exposed actuation mechanisms and discharge ports; otherwise dangerous safety situations could arise during the shipping, receiving and storage process.
- Financial credit will not be given for turned in ODS or cylinders. However, ownership credit will always be given to the CG for the pounds of ODS and government cylinders returned to the reserve. The ODS can be requisitioned and the cylinders reissued to the CG as needed in accordance with the requisitioning procedures contained herein.

Continued on next page

Ozone Depleting Substances (ODS), Continued

Policy (continued)

- Empty recovery and standard government cylinders can always be turned into the reserve. If unsure whether a cylinder is government owned or not, return them anyway; they will always be the property of the CG.

Transportation Procedures

- When shipping Class 1 ODS, refer to the following regulations if necessary:
 - MIL-STD-129L, MIL STD marking for shipment and storage
 - DLAR 4145.25, Storage and handling of Compressed Gases and Liquids in Cylinders
 - CRF 49, paragraph 173.301, Requirements for the Shipment of Compressed Gas Cylinders
 - CFR 49, part 172
 - DOD Regulation, 4000.25-1-M
 - COMDTINST M4610.5 (series), Transportation of Freight, Encl. (12)
- When shipment is ready, ship ODS/cylinders to:

Defense Distribution Depot Richmond (DDRV)
SW0400
Cylinder Operations
8000 Jefferson Davis Highway
Richmond, VA 23297-5000

Requisitioning Procedures

- “Mission Critical” refers to existing systems requiring Class 1 ODS to protect “life, equipment or property,” for which no suitable substitutes are available.

Continued on next page

Ozone Depleting Substances (ODS), Continued

Policy (continued)

Class 1 ODS items must be intended for use in one of the “mission critical” uses established by G-SEC, G-SEN, and G-SEA:

- Refrigerated ship’s stores
- Shipboard air conditioning systems, servicing mission-critical temperature sensitive equipment (i.e., electronics)
- Shipboard fire suppression system for engine rooms, machinery spaces, turbine enclosures, flammable liquid lockers and paint lockers
- Fire suppression aboard aircraft
- Fire suppression in flight simulators at ATC Mobile
- Fire suppression for ship control and navigation training system (SCANTS) at CG Academy
- Only the following CG users are authorized to requisition Class 1 ODS from the Defense Reserve at DSCR:
 - CG Academy
 - ARSC Elizabeth City
 - District (O) offices (Districts 1 to 17)
 - MLCLANT and MLCPAC (v) offices
- CG units will order Class 1 ODS in accordance with Military Standard Requisitioning and Issue Procedures (MILSTRIP).
The requisition document can be either the 80-column Form DD-1348-1A or in electronic format. When preparing your requisition, the following additional information is mandatory:
 - In column 4-6, enter S9G

Continued on next page

Ozone Depleting Substances (ODS), Continued

Policy (continued)

- In column 45-50, leave blank, enter a signal code “A” when FINCEN is the billing address.
 - In column 57-59, enter GDB
 - In column 67-69, enter SRG
 - In column 70, enter 7
 - In column 71, enter A
 - The following Class 1 ODS NSN’s are the only mission critical items that will be stocked by the Defense Reserve:
 - HALON 1301, NSN 6830-00-543-6623, 150 LBS
 - HALON 1301, NSN 6830-01-356-9751, 1240 LBS
 - R-12, NSN 6830-00-264-5913, 45 LBS
 - R-12, NSN 6830-00-292-0133, 145 LBS
 - R-12, NSN 6830-01-355-4011, 1190 LBS
 - Requisitions of Class 1 ODS for other than mission critical uses will be done by using the General Services Administration (GSA) or commercial sources of supply. Stockpiling of Class 1 ODS is not allowed or authorized.
-

Paint and Preservative Coatings

Purpose

This topic provides information concerning requisitioning of paints and preservative coatings.

Policy

Coast Guard units shall requisition from General Services Administration, except as authorized below:

- When repair and construction contracts specify contractor furnished paint.
 - Paints directed for use by the Coast Guard Coating and Color Manual, (COMDTINST M10360.3 (series)) or other appropriate directive and the paints are not available from government sources.
 - Problems concerning supply support of paints that cannot be resolved with the supporting activity shall be directed to the ELC.
-

Procedures

MILSTRIP requisition procedures shall be used to obtain paint and coating materials. Materiel orders shall be in compliance with Volatile Organic Compounds (VOC) and Hazmat regulations.

Material Safety Data sheets (MSDS) shall be obtained with each type of paint or coating order and provided to the requisitioner.

Commercial orders for paint and coating materials shall be justified and supported with complete item identification of the original painting requirement as identified in the CG Coating and Color Manual or other appropriate directive.

Requirements for paints and coatings not listed in the CG Coating and Color Manual or other appropriate directive shall be referred to Commandant (G-SEN) via the appropriate chain of command for procurement approval. For aircraft paints and coatings, contact Commandant (G-SEA).

Pesticides and Fumigation Services

Purpose This section provides information concerning requisitioning of pesticide and fumigation services.

Policy Required pest control materials and services are the responsibility of each unit command. Hazmat control officers shall approve all hazardous materiel requirements.

Local AFC funds shall be utilized for the procurement of materials and services.

Responsibilities Maintenance and Logistics Commands (kse) shall assist units in planning and supervising vector and pest control measures, applying pesticides safely, and qualifying personnel for vector and pest control.

Units shall maintain safe and efficient programs for the control of disease carriers and pests that cause discomfort to personnel or damage to property and materials, and for preventing excessive pesticide contamination.

Procedures The following is a list of procedures used for various items:

Item	Procedure
Standard Materiel	Requisitions for National Stock Number (NSN) items of pesticides and pesticide dispersal equipment will be submitted directly to normal supply sources using MILSTRIP procedures.
Non-standard Materiel	Requests for non-standard pesticides or pesticide dispersal equipment must be approved by the Maintenance and Logistics Command (kse). The authority shall be noted on the purchase.

Continued on next page

Pesticides and Fumigation Services, Continued

Procedures (continued)

Item	Procedure
Fumigation Services	Units will utilize Entomologists only when requiring fumigation services. The supply department should contact the Maintenance and Logistics Command (kse) for current contracts within their area with contractors knowledgeable about fumigation of seagoing vessels.
Navy Entomologists	<p>Units may obtain technical assistance in vector and pest control from Navy Entomologists from the following activities:</p> <ul style="list-style-type: none">• Navy Disease Vector Ecology and Control Center Naval Air Station Jacksonville, FL 32212 (904) 772-2424• NDVEC 19950 7th Avenue NE Poulsbo, WA 98370-5000 (360) 315-4450• Naval Environmental and Preventative Medicine Unit No. 2 Naval Base Norfolk, VA 23511 (757) 444-7671• Naval Environmental and Preventative Medicine Unit No. 5 Naval Station Box 143 San Diego, CA 92136 (619) 556-7070• Naval Environmental and Preventative Medicine Unit No. 6 Pearl Harbor Naval Shipyard Pearl Harbor, HI 96860 (808) 417-9585

Port Services

Purpose This section provides information concerning Port Services and support for Coast Guard cutters.

Policy Support for Coast Guard cutters shall be provided by shore activities to the maximum extent possible within the capabilities of the unit.

Responsibilities Contracting for charter and services for cutters shall be in place to support the cutters' needs as follows:

Agency	Responsibility
Maintenance and Logistics Commands and units	Shall provide assistance to cutters in obtaining services with basic order agreements in place for cutter use. Shall provide assistance and information for port services at ports where no Coast Guard facilities exist including overseas ports and facilities.
Districts and District units	Shall provide assistance to cutters in obtaining services with Basic Order Agreements (BOAs) in place for cutter use. Shall provide assistance and information for port services at ports where no Coast Guard facilities exist.
Cutters	Government sources shall be utilized to the maximum extent possible. Cutters shall procure necessary services from established BOAs where available. Commercial sources may be utilized when no government services are available using Purchase Order for Supplies and Services Form (SF-1449) or Government-wide Commercial Purchase Card to the maximum extent possible for: <ul style="list-style-type: none">• Tugs,• Barge Services,• Pilotage,

Continued on next page

Port Services, Continued

Responsibilities (continued)

Agency	Responsibility
Cutters (continued)	<ul style="list-style-type: none">• Wharfage and docking (including docking and undocking services),• Removal of Oily Water Waste,• Sludge,• Oil Spillage,• Crane Services,• Telephone Services,• Tolls and related expenses for transit of canals and inland waterways,• Potable Water,• Electricity,• Sewage, and• Trash (including special containers and services for disposal, removal of trash and foods obtained from overseas ports of call when returning to the first U.S. port of call as required by Customs and the U.S. Department of Agriculture). <p>Where Purchase order SF-1449 will not be accepted, cash payments may be made per the procedures set forth in the Certifying and Disbursing Manual, (COMDTINST M7210.1 (series)), for Agent Cashiers.</p>

Portable Radiac Equipment

Purpose This section provides information concerning requisitioning of portable Radiac Equipment.

References The following publications shall be used concerning the procedures for requisitioning and surveys of Radiac equipment:

Number	Title
NAVSEA SE700-AA-MAN-210/RADIAC	Radiac, Policies and Procedures for the Radiac Equipment Calibration Program.
NAVSEA SE700-AA-MAN-410/RADIAC	Radiac Equipment Allowances for Ships.
NAVSEA SE700-AA-MAN-420/RADIAC	Radiac Equipment Allowances for Shore Activities, Coast Guard Property Management Manual, (COMDTINST M4500.5 (series)).

Policy The policy and procedures outlined in the above references shall be followed concerning Radiac equipment.

New or increased allowances for 2Z cognizance symbol portable Radiation, Detection, Indication and Computation (RADIAC) equipment are authorized automatically and will be shipped by the Navy as the equipment becomes available. Delays may occur for items which are considered critically short in supply.

Procedures Requisitioning procedures for replacement of Radiac equipment shall be per the instruction contained in the above listed references.

Requisitions for replacement 2Z cognizance Radiac Equipment being replaced by calibration activities as unserviceable or missing will be requisitioned with a DD-1348-1A for the replacement item.

A survey must be completed per the instructions found in the Property Management Manual, (COMDTINST M4500.5 (series)).

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Portable Radiac Equipment, Continued

Procedures

For unserviceable items, the DD-1348-1A shall contain the survey number and indicate the Radiac Calibrations Laboratory (RCL) that certified the equipment to be unserviceable under the units address in BLK 27.

Use a DD 1348-1A to requisition a replacement for a Mandatory Turn-in Repairable (MTR). Also attach a copy of the DD-1348-1A used for requisitioning to the unserviceable item being transferred to the designated overhaul point for repair.

Printing, Blank Forms and Publications

Purpose This section provides information concerning requisitioning of printing services, blank forms and publications.

Policy The procurement of all Federal printing will be governed by the Government Printing and Binding Regulations of the Joint Committee on Printing, Congress of the United States.

The Directive, Publications and Reports Index (COMDTNOTE 5600) is considered the allowance list for directives and publications for units listed therein.

The Directives, Publications and Reports Index (COMDTNOTE 5600) shall be used to establish basic distribution of required and informational publications.

Authorized forms, other than local forms, are listed in the Catalog of Forms (COMDTINST M5213.6 (series)). Most forms are available by automated means on forms plus laser or jet form filler for Coast Guard standard work stations.

Stationery type items, such as specially designed postcards, labels and letterhead, which have a form number assigned, will be considered as blank forms. If a form number is not assigned, the item will be considered as stationery.

Procedures The following is a list of procedures for various items:

Item	Procedure
Printing	Commandant, Area Commanders, Maintenance and Logistics Commands and District Commanders are authorized to obtain printing services from the following sources in the order listed: <ul style="list-style-type: none">Government Printing Officer Regional Printing Procurement Offices as listed in the Printing and Binding Regulations.

Continued on next page

Printing, Blank Forms and Publications, Continued

Procedures (continued)

Item	Procedure
Printing (continued)	<ul style="list-style-type: none">Federal Plants authorized to do printing as shown in Title V of the Printing and Binding Regulations for materiel which is determined to be commercially procurable.Commercial sources listed in Federal Supply Schedules. Other units requiring printing services will contact their area MLC/ISC for assistance in obtaining the nearest source of supply to meet the unit's needs.
Forms (includes CG standard OGA)	Most forms which have been authorized for use by the Coast Guard are available in electronic forms and should be utilized to the greatest extent possible. Instructions concerning sources of supply and requisitioning procedures for blank forms are contained in the CG Catalog of Forms (COMDTINST M5213.6 (series)), GSA Catalogs and NAVSUP 2002.
Publications	Normally, Coast Guard and other required publications and changes are distributed automatically to the using units and on CD-ROM. Changes and recommendations for the distribution of publications and instructions listed in COMDTNOTE 5600 shall be submitted to Commandant (G-SII) per COMDTNOTE 5600.

Exceptions

Request for replacement copies of the following publications shall be requisitioned as follows:

Publication Name	Action
Navy Publications	Many Navy publications are contained in the Naval Logistics Library (NLL) on P2002D. Items contained in P2002P, including the NLL, can be ordered using MILSTRIP procedures.

Continued on next page

Printing, Blank Forms And Publications, Continued

Exceptions (continued)

Publication Name	Action
Navy Publications (continued)	Requisitions should be directed to the Naval Inventory Central Point 700 Robins Ave., Philadelphia, PA 19111-5098. Ordering questions should be directed to customer service (215) 697-2626/2997
Coast Guard Electronics and Naval Engineering Technical Manuals	Submit requisitions for manuals listed in the Coast Guard Naval Engineering Manual (COMDTINST M9000.6 (series)) and Electronics Materiel Identification Manual (ELC INST M4410.5 (series)), to Engineering Logistics Center (ELC), unless otherwise directed. The manuals are issued at no charge. Commercial technical publications, which are required in the operation and maintenance of equipment, may be obtained commercially using a unit's operating funds.
MICA (formerly ERPAL or CALMS) Publications	Units requiring replacement Allowance List documentation shall submit letters to the ELC.
Ordnance Publications	Ordnance publications will be ordered in accordance with the instructions contained in the Ordnance Publications Index, COMDTNOTE 8000.

Reporting Suspected Overpriced Parts

Introduction

The U. S. Government sometimes pays exorbitant prices for relatively common spare parts. To correct this problem, Federal Agencies initiated programs to identify instances of overpricing.

Having experience from working with various parts on a regular basis, the ultimate user is often the best suited to detect overpriced parts.

Coast Guard customers, encountering parts they suspect being overpriced, are encouraged to submit price challenges to the Navy's "Price Fighters" Office.

Purpose

This section is provided to inform all personnel who order supplies and equipment about the price challenge program and where to locate additional information on how to use it.

Policy

Coast Guard policy is that all spare parts and equipment be purchased at the lowest cost possible. To accomplish this, personnel (military and civilian members of the CG) must report all instances of suspected overpricing of any part within the [Federal Supply Schedule \(FSS\)](#). Refer to COMDTINST 4408.7 (series), Reporting Suspected Overpriced Parts, or the Defense Logistics Agency's Customer Assistance Handbook.

Causes of overpricing

Overpricing of items within the Federal Supply System (FSS) can occur for a variety of reasons such as:

- Use of excessive government specifications
 - Markups tacked on by contractors or distributors
 - Simple clerical errors
-

Continued on next page

Reporting Suspected Overpriced Parts, Continued

Procedures

U.S. Coast Guard personnel (both military and civilian) are authorized and encouraged to use the Navy Price Challenge Program to report any suspected overpriced part in the Federal Stock System. The Fitting Out and Supply Support Assistants Center (FOSSAC) researches challenges of Navy managed National Stock Numbers (NSNs) and forwards other NSN challenges to the managing ICP for evaluation. Items with Coast Guard Activity Control Numbers (ACNs) are forwarded to the appropriate Coast Guard ICP.

Send NSN challenges to:
FOSSAC
Price Fighters
P.O. Box 15129
Norfolk, VA 23511-0129

Include as much information about the part as possible. You must include the NSN, part number, description of the item, the price from FEDLOG and why you feel the cost is too high. If you know of a substitute item, include all information about the alternative part.

For Coast Guard assigned ACNs, send the information to Commandant (G-SLP).

Safety Equipment And Personal Protective Clothing

Purpose

This section provides information concerning requisitioning of Safety Equipment and Personal Protective Clothing.

Policy

Units shall acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees per the Occupational Safety and Health Act of 1970, P. L. 91-596, section 19.

The Federal Supply System will be utilized to the maximum extent possible, including GSA Federal Supply Schedule contracts.

Procurement of safety equipment and personal protective clothing is chargeable to unit AFC funds.

All property issued shall remain the property of the Coast Guard and marked to indicate Coast Guard ownership.

Personnel will be furnished protective clothing that they would not normally be expected to own or possess in non-hazardous occupations. Work clothing will be restricted to work of a nature that is unusually destructive to clothing, (e.g., painting, handling acids or corrosives, welding, bilge cleaning).

Responsibility

Responsibilities for safety equipment and protective clothing are:

Agency	Responsibility
Unit Commanding Officer/Officer-in-Charge	Acquiring, maintaining and issuing protective clothing of the unit. Using AFC funds as appropriate to procure and maintain safety and personal protective clothing. Renovation of clothing will be limited to cleaning, disinfecting as necessary and minor repairs. Establishing local Safety and Personal Protective Clothing Instructions for the unit items. Utilizing Personal Clothing and Equipment Record (AF Form 538) for custody control when issuing personal protective clothing to unit personnel.

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

Responsibility (continued)

Agency	Responsibility
Unit Personnel	Taking appropriate care of and receipt for safety and personal protective clothing items on custody records.

Types of safety and personnel protective clothing items

The following is a list of various types of safety and personal protective clothing items that a unit may have:

- Protective clothing (Foul Weather Jackets, coveralls, footwear).
- Mess clothing (Shirts, trousers, caps, aprons, and serving jackets).
- Safety shoes shall normally be restricted to work that is unusually destructive, i.e., welding, bilge cleaning, cleaning fuel oil tanks, side cleanings, buoy deck work, adverse weather, or work of a comparable nature.
- Safety shoes for officers will be provided when exposed to hazards 30 percent of the time.
- Commercially procured deck shoes for boardings shall be issued per the Coast Guard Rescue and Survival Systems Manual (COMDTINST M10470.10 (series)). Shoes shall be issued on a pair for pair exchange and the old pair of shoes destroyed.
- Footwear for enlisted personnel is issued as part of the minimum outfit of clothing and must be maintained or replaced by the member under the clothing allowance system. A supplemental issue of safety shoes is authorized when, in the opinion of the commanding officer, a member's duties result in the safety shoes receiving abnormal wear and tear (i.e., Engineering Watch Standers, Buoy Tender Deck Workers).

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

Types of safety and personnel protective clothing items (continued)

- Unit funded replacement safety shoes are issued on a one for one exchange. The following statement shall be signed by the authorizing officer on the internal shipboard request. "I certify that the indicated individual works in an area where accelerated deterioration of safety shoes occurs. He/she should be provided replacement shoes from unit AFC funds in addition to the Clothing Maintenance Allowance being received." Replacement of lost or stolen safety shoes is the responsibility of the member.
- Boat Crew Protective Clothing may be procured from commercial sources when items are not available from Government sources including existing pre-negotiated contracts (GSA, Coast Guard or other government agency). See Coast Guard Rescue and Survival Systems Manual (COMDTINST M10470.10 (series)) for types of authorized protective clothing for boat crews.
- Safety Glasses must meet American National Standards Institute (ANSI) Standard [Z87-1989](#) for industry wear. Non-prescription safety glasses are furnished on a custody receipt basis. Prescription safety glasses issued are only to personnel with a current eye exam within the last 12 months and costs incurred are chargeable to unit AFC funds.
- Divers' and Swimmers' Clothing is issued to divers qualified and eligible to receive any or all specified articles of personal diving outfits and accessory equipment on completion of an approved Coast Guard diving school. Such items shall be issued on Personal Custody records, individual items (custom fitted wet suits, dive watches) shall be recorded in member's personnel record on the Administrative Remarks sheet or CG Form 3007. Outfitting for diving items shall use Federal Supply Schedules, (or local procurement only as a last resort if an immediate need exists) and issued on receipt. Wet suits will not be stocked in quantity. Masks, hoods and fins may be stocked in sizes required.
- Chemical, Biological and Radiological Defense (CBR-D) Materiel will be provided by the U.S. Navy for initial outfitting of cutters and newly established allowances of improved CBR protective clothing and defense materiel. CBR impregnated clothing will not be stocked at any Coast Guard unit.

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

Types of safety and personnel protective clothing items (continued)

- Ordering for newly authorized CBR materials, all non-chargeable requisitions are forwarded to Navy Supply Center Puget Sound using signal code D or M to identify non-chargeable.
- Ordering replacement CBR items chargeable to unit funds will be forwarded to Defense Supply Center Philadelphia (DSCP), Philadelphia, PA. (DIC S9T) to satisfy authorized allowances. CBR clothing items will be stored in dry, original unopened cartons as long as possible. Protect cartons from direct sunlight, high temperatures and ultraviolet rays because of destructive nature to impregnated clothing. Do not store near mothproofing agents and organic solvents such as alcohol, gasoline, dry cleaning solvents, chlorinated hydrocarbons or other similar materials since the vapors are harmful to CBR clothing.
- Disposition of material over 10 years old shall be considered for training operations or surveyed and turned into the DMRO. CAUTION should be taken not to burn CBR clothing as the residual material from combustion of CBR clothing contains zinc chloride, a defoliant which could destroy plant life.
- Renovation of Special Clothing is limited to cleaning, disinfection as necessary and minor repairs from commercial sources using unit AFC funds.
- Personnel should contact their Safety Officer for authorization.

Returnable and non-returnable items of safety and personal protective equipment

- There are two types of safety and personal protective equipment. They are classified as returnable and non-returnable.
 - Returnable is equipment that may be issued and recovered from an individual once the need for the items no longer exists.
 - Non-returnable is equipment that may be issued but not recovered from the individual.
- The following are items that are returnable
 - Rain gear (coat and coveralls)
 - Goggles
 - Bag, Parachute

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

**Returnable and non-
returnable items of
safety and personal
protective equipment**
(continued)

- The following are items that are returnable, (continued):
 - Sunglasses, HUG-4P type
 - Knife, multipurpose
 - Lightweight [Kayaker](#) Helmet
 - The following items are not returnable:
 - Deck shoes
 - Gloves used with wool inserts
 - Custom fit wet suits
 - Boots, rubber
 - Thermal underwear
 - Socks
 - Wool glove inserts
-

Servmart Procurements

Introduction

The purpose of this chapter is to provide Coast Guard Policy and procedures for the use of the Department of Defense SERVMARTS.

Objectives

The objectives of SERVMARTS are to

- Expedite and improve service to customers.
 - Decrease cost of furnishing materiel to customers through bulk procurement.
 - Reduce inventory in the possession of the customer by affording more readily assessable material.
 - To reduce the number of individual requisition transactions.
-

Purpose

This section provides policies and procedures for utilizing SERVMARTS as a source to fill materiel requirements.

Policy

Unit supply or designated personnel shall ensure the following policies are adhered to when utilizing SERVMARTS:

- Utilize SERVMARTS to the extent possible to reduce administrative cost in processing materiel requirements.
 - Document list of items/materiels required using the SERVMART Shopping List (SSL) Form NAVSUP 1314 in triplicate.
 - Medical and dental supplies are only procured by authorized medical personnel.
 - Controlled equipage or personal property items are properly controlled, documented and reported in the Accountable Item Management (AIM) system and on Personal Clothing and Equipment Record Form AF 538.
 - All items obtained shall be documented by a MILSTRIP requisition number.
 - Items obtained are verified against SSL on return from SERVMART by designated supply or other personnel.
-

Continued on next page

Servmart Procurements, Continued

Policy

(continued)

- NAVSUP Form 1314 shall be retained for three years.
-

General

A SERVMART is a self service store which is operated by an ashore supply activity to provide a ready supply of relatively low cost items frequently required by customers in the area. A SERVMART also stocks certain items of medical and dental supplies which are stored in a segregated area and which can only be obtained by Medical and Dental Officers or by Hospital Corpsmen and Dental Technicians. These individuals shall be identified by an official letter of authorization signed by the Commanding Officer (or his designated representative) of the customer's command. Each SERVMART issues a SERVMART Shopping Guide which list the cognizance symbol, NSN, noun name, unit of issue, unit price and storage location of each item stocked in SERVMART. The self service feature of SERVMARTs, as well as the simplified requisitioning procedures explained in subsequent paragraphs, enables a shore supply activity to realize substantial cost savings. It permits its customers to obtain materiel quickly without having to prepare and submit a separate requisition for each item required. The range of materiel available, ease of acquisition and ready convertibility to personal use require all supply management personnel to rigorously monitor and control SERVMART shopping.

Purchase of Electrical or electronic items

Since SERVMARTs support both afloat and ashore activities, shoppers are cautioned on purchase of electrical or electronic items. Before authorizing the purchase of any operating space item which will require that use of the ship's electrical power, it is the responsibility of the ordering activity to ensure that the shopper is aware of the limitations in the use of any underground power supply. Upon return to the ship, any and all electrically powered items must be presented to the Electrical/Electronic Shop for approval and/or tagging in accordance with existing shipboard Electric Safety Regulations.

Servmart Shopping List (SSL)

An SSL (NAVSUP Form 1314) is used to list multiple items intended to be procured from a SERVMART and provides the accounting data necessary for procurement. The use for the SSL is mandatory in all procurement actions from SERVMART. The SSL will be prepared as follows:

Continued on next page

Servmart Procurements, Continued

Return from Servmart On returning from SERVIMART the following actions shall be accomplished:

Step	Action
Customer:	
1	Notify Supply or designated personnel for verification of SSL and materiel obtained.
2	Provide all documents including SERVIMART tape, (this normally provides a complete list of items in addition to the total cost) to the supply office or responsible accounting office for unit funds.
3	Date and sign for receipt of materiel's on SSL.
4	For items not available from SERVIMART but still required, provide supply office necessary documented information to order through MILSTRIP process.
Supply officer or designated personnel:	
1	Obtain copies of all SERVIMART documents from customer and provide copy to customer and department head.
2	Verify materiel and quantity received against authorized SSL on customer's return from SERVIMART.
3	Obtain signature of customer(s) for receipt of materiel and date received.
4	If items not available from SERVIMART, order for customer through normal MILSTRIP process.
5	Account for funds spent per FINCEN SOP.
6	Maintain NAVSUP Form 1314 for items obtained from SERVIMART for three years.
7	Items obtained from SERVIMART for unit inventory shall be posted to manual or automated unit inventory stock records. CMPlus users will use the "Miscellaneous Receipt" to record the gain.

Continued on next page

Servmart Procurements, Continued

Customer “Items Purchased Report”

All FISC SERVMARTS are equipped with Electronic Point of Sale (EPOS) II. One of the by products of EPOS that is available upon request is the Customer Items Purchased Report (CIPR) (see sample at end of this section). This report itemizes all materials, or all controlled items purchased by an activity over a period of time.

Maintaining an Audit Trail

The importance of ensuring that government funds are properly expended cannot be over emphasized. Use the following procedures to maintain an audit trail:

- Cash register tapes will be attached to SSLs. The original SSL, with EPOS tape or other cash register tape attached will be retained in the shipboard files for review during Supply Management Inspections. The SSL is to contain the printed name and rank or grade of the shopper as well as the authorized signature of both the Supply Officer (or his designated representative) and the individual completing the “Received, Inspected and Verified” portion of the shopping list.
 - SERVMARTS will return the yellow copy of the SSL by mail to the activity. Upon receipt, the yellow copy will be compared to the original SSL to ensure no discrepancies exist.
 - Copies of both the Customer Items Purchased Report and the Controlled Items Purchased Report will be obtained from EPOS equipped SERVMARTS and retained in the shipboard files for review during Supply Management Inspections.
 - If the total quantity requested is obtained, circle the quantity indicated on the SSL; if only a partial quantity is available, line out the requested quantity and enter and circle the quantity obtained; if the item is not available in any quantity, line out the requested quantity and enter “NIS” in the “QTY” column.
 - Correct the SSLs, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.
 - Group and check out the items obtained by materiel category (i.e., a separate group of items of each SSL); and as each group of items is checked out, give the original SSLs to the SERVMART clerk. The SERVMART clerk will return the white copy of the SSL with an adding machine/EPOS tape to the shopper
 - Prior to leaving the SERVMART, reconcile any differences between the prices listed in each adding machine/EPOS tape and those indicated in applicable SSLs.
-

Continued on next page

Servmart Procurements, Continued

Inspection

Upon completion of shopping action, all material will be returned to the ship. The Supply Officer or his designated representative, utilizing the SSL as an invoice, will examine the material for correct count. Receipt quantities will be verified by placing a check mark next to the quantity, and the original SSL will be dated and signed under "Received, Inspected and Verified".

Procurement of Materiel in Bulk Quantities

Since larger ships often require quantities of material which would exceed amounts reasonably expected to be stocked on the shelf, many SERVMARTs provide a bulk issue service. This service is designed to provide the large customer with higher quantity requirements permitting material to remain available on the shelf to fill smaller customer needs. However, SERVMARTs are not designed to be the source of supply for long term requirements or pre deployment loadouts. The use of SERVMARTs to fill such needs is not authorized.

Document Preparation

Category Material

One SSL is required to be prepared for each category of materiel that is to be procured from a SERVMART. The materiel categories are as follows:

1. stock replenishment of consumable
 2. stock replenishment of repair parts (SRRP)
 3. DTO consumable
 4. DTO repair parts
 5. equipage
 6. medical/dental materiel (all cog symbol 9L items)
 7. hull and structural (facilities) maintenance preservation materiel (HSMPPM)
-

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Servmart Procurements, Continued

Sample

SERVMART SHOPPING LIST (4491)				MATERIAL CATEGORY		PAGE		OF		JULIAN DATE	
NAVSUP FORM 1314 (Rev. 3-95)											
S/N 0108-LF-019-4300											
SHIP/ACTIVITY				REQUISITION NO.				FUND CODE			
SIG CODE:		SUPP ADDRESS				WORK CENTER					
COST CODE:		OBJ CLASS CODE				ORG CODE				JOB ORDER	

ITEM NO.	COG SYM AND NSN	DESCRIPTION	U/I	QTY	UNIT PRICE	EXTENSION	REQUIRING DEPARTMENT
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							
1							
2							
3							
4							
5							

TYPED OR PRINTED NAME AND RANK OR GRADE AUTHORIZED SHOPPER

DISTRIBUTION: WHITE - Shopper's Copy, YELLOW - Mail to Ship/Activity, PINK - Store's Copy (Optional), GOLD - Supply Officer's Copy

I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR OFFICIAL GOVERNMENT BUSINESS. REQUESTED BY (FOR DIRECT TURNOVER MATERIAL): _____ APPROVED BY: _____

Authorized Signature

Supply Officer's Signature

UPON RETURN TO THE SHIP/ACTIVITY, THE FOLLOWING MUST BE COMPLETED: RECEIVED, INSPECTED AND VERIFIED ON:

DATE: _____ BY: _____
Typed or Printed Name and Rank or Grade and Signature

PURCHASE SUBTOTAL
PLUS 10% FOR PRICE VARIATIONS
PURCHASE TOTAL*

UNIT MAILING ADDRESS

Data element entries

Data Element	Entry
Signal Code	Appropriate signal code from 4-C.
Supp. Address	Unit supplementary address
Work Center	Work center requesting the materiel if applicable.
Cost Code	Unit OPFAC

Continued on next page

Servmart Procurements, Continued

Date element entries (continued)

Data Element	Entry
Obj Class Code	Object class code will be “000” unless the transaction affects the international balance of payments
Org Code	N/A
Job Order	N/A
Item Number	Self-explanatory
Cog Sym & NSN	Cognizance symbol and national stock number
Description	Description of item
U/I	Appropriate unit of issue
Quantity	Quantity required
Unit Price	Price for each item
Extension	Quantity x unit price
Requiring Department	Work center code (for stock, the storage location)
Shopper	Enter Authorized Shopper
Authorized Signature	Signature of Authorized Requester per COMDTINST M4200.13 (series)
Supply Officer's Signature	Self-explanatory
Date, By	Date and name/signature of person receiving, inspecting, and certifying the materials
Unit mailing address	Enter ship/activity mailing address
Purchase Subtotal	Total Extended Price
Plus 10% for price variations	Add 10% of extended price
Purchase Total	Grand total

The Cog SYM/NSN or Description columns may be altered only when an NIS condition exists to obtain a like item (i.e., 6” screwdriver instead of 8” screwdriver). The addition of any item(s) or substitution of anything other than a like item is strictly prohibited.

Continued on next page

Servmart Procurements, Continued

SSL

(continued)

Data Element	Entry
Material Category	Appropriate category will be identified
Page ___ of ___	Self-explanatory
Julian Date	Current Julian date
Ship/Activity	Ship's name and hull number
Requisition No.	Document number in accordance with 4-C.
Fund Code	Fund code for the category of materiel being procured

Example

CUSTOMER CONTROLLED ITEMS PURCHASED REPORT													
FISC Puget Sound Servmart STORE 1 REPORT 00020				CUSTOMER CONTROLLED ITEMS PURCHASED REPORT FOR N00						DATE 6295		PAGE 1	
TRANS	OPR	ID	DI	DOCUMENT	JOB/SUPPL	SIG	FUND	TIME	NSN	NOMENCLATURE	QNTY	UOI	TOTAL
6725	SB		A9E	N0000060653713		A	K9	1000					
									01 144 8447	FLOPPY DISK 5- N/o	-10	BX	-30.00
6711	SB		Z9E	N0000060653714		A	K9	0935					
									01 182 8534	CALCULATOR TI 30	-4	EA	-36.80
6699	SB		Z9E	N0000060656920		A	K9	1031					
									00 162 2205	KNIFE POCKET FOUR BLADE	-6	EA	-21.72
6704	SB		Z9E	N0000060658050		A	K9	1311					
									00 550 9123	VACUUM CLEANER	-1	EA	-105.00
									00 835 7210	BATTERY D DRY ALKAE95 N/O S/L	-24	EA	-12.96

CUSTOMER CONTROLLED ITEMS PURCHASED REPORT													
FISC Puget Sound Servmart STORE 1 REPORT 00020				CUSTOMER CONTROLLED ITEMS PURCHASED REPORT FOR N00						DATE 6295		PAGE 1	
TRANS	OPR			DOCUMENT	JOB/SUPPL	SIG	FUND	TIME	NSN	NOMENCLATURE	QNTY	UOI	TOTAL
									00 187 6489	BINDER 3RG 1" BLK 11X8	-36	EA	-4464
									00 247 6069	ENVELOPE BLANK KRAFT 9X12	-1	BX	-14.50
									01 124 5660	PAPER PAD RULED 8X10 WHT	-6	DZ	-34.68
				N0000062943718		A	K9	1052					
									00 243 1780	STAPLER HVY DUTY	-2	EA	-13.42
									LL 000 0633	NOTEBOOK PKCT SZ SPIRL TOP	-10	EA	-5.20
									00 162 2205	KNIFE PKCT FOUR BLADE	-3	EA	-10.86
									00 052 8698	FRAME PICTURE 8X10 WALNUT	-1	EA	-2.02
									00 904 2663	TAPE ADHESIVE 3/4 IN DBLBACK	-1	RO	-2.84
									00 826 1876	TAPE EMBOS BLK 1/2 IN	-12	RO	-2.04
									00 835 0443	MACHINE EMBOSING	-1	EA	-3.74
									00 082 2661	LABEL AVERY WHT 31/2 X 15/16	-1	BX	-6.90

Special Materiel - Aeronautical

Aeronautical Materiel Types

Type 1	Aeronautical Materiel under individual serial number management by ARSC. Procured and/or overhauled by ARSC and distributed where required.
Type 2	Aeronautical materiel, less avionics, with a \$250 or greater unit price. Also Coast Guard peculiar items regardless of price. Requisition processing, funding and technical review done by ARSC. Field units requisition or turn-in materiel according to ARSC instructions.
Type 3	Aeronautical materiel, less avionics, with a \$250 or lower unit price. Requisitions funded by aviation unit's AFC-30 funding. Considered local OM&S materiel.
Type 4	Avionics materiel which are either reparable, or have an \$800, or greater unit price. Requisition processing, funding and technical review done by ARSC. Field units requisition or turn-in materiel according to ARSC instructions.
Type 5	Avionics materiel with an \$800, or lower unit price. Requisitions funded by aviation unit's AFC-30 funding. Considered local OM&S materiel.
Type 6	Ground Support Equipment (GSE)
Type 7	Materiel owned by Allied Signal Engines and used to support the LTS-101 engine.

Aviation Tool Control Program

The Aviation Tool Control Program, authorized by the Aeronautical Engineering Maintenance Manual (COMDTINST M13020.1 (series)), is to ensure the safety of aviation personnel through the prevention of aircraft mishaps and foreign object damage (FOD) to aircraft systems that is caused by misplaced tools. Additional benefits of the program are a significant reduction of tool replacement costs and increased maintenance effectiveness due to proper tool availability.

Special Materiel – Aeronautical, Continued

Aviation Tool Control Program (continued)

Aviation tools will be of such quality that they meet or exceed Society of Aeronautical Engineers (SAE) Aerospace Standards (AS-954, AS-4167, etc.) and shall be purchased and maintained in the tool control program. Replacement tools, purchased to replenish existing aviation maintenance tool kits, must conform to the same shape and size as the original tools. This is essential to ensure Tool Control integrity under the foam cutout or other tool displacement method. The Tool Control program cuts tool replacement costs through the use of hand tool warranties and increased maintenance effectiveness due to proper tool availability. Neither complete tool kits, nor a full range of hand tools meeting stated requirements, may be available in the Federal Stock System. In those instances, needed replacement hand tools may have to be procured from commercial sources.

- Coast Guard users shall purchase tools not required to meet the aerospace standards cited above from General Services Administration (GSA), when the tools have proven to be effective and adequately satisfy requirements. When tools received through GSA are substandard or defective, a Quality Deficiency Report (SF-368) shall be submitted. If serial/batch numbers are not available, furnish as much information about the tool as possible. Purchase the needed replacement tool from appropriate sources to avoid work stoppage and cite the deficiency report on the procurement request as justification.
- When, due to wall thickness or plating requirements (or other valid criteria), needed tools are not available in the Federal Supply System (includes out of stock, obsolete or inferior tools, quantities inconsistent and unadaptable to Coast Guard requirements, and to avoid work stoppage) units may purchase the tools elsewhere.

Subsistence

Purpose This topic provides information concerning requisitioning of subsistence items.

Policy Defense Supply Center Philadelphia (DSCP) is responsible for the procurement and distribution of subsistence items.

Subsistence items shall be ordered from DSCP or Defense Logistics Agency (DLA). They have access to prime vendor sources to obtain maximum benefit consistent with the policies set forth in the Subsistence Manual (COMDTINST M4061.3 (series)).

Procedures The following procedures apply for ordering items chargeable to unit AFC funds:

Item	Procedure
Food Packets	For abandon ship and emergency condition food packets, order per the Subsistence Manual.
Canned Drinking Water	For emergency conditions and abandon ship, allowances established from unit allowance list Order using MILSTRIP procedures. Items are charged to unit AFC funds.
Ice	When ice making facilities are inoperative or not available, commercial procurement of ice is authorized and chargeable to unit AFC funds for: <ul style="list-style-type: none">• Support of EDF facilities• Cooling of drinking water• Care of sick and preserving medical specimens/supplies.

Table Linen And Bedding

Purpose	<p>This section provides information concerning requisitioning of table linen and bedding.</p>
Policy	<p>Mattresses, pillows, mattress covers, pillow cases, sheets, blankets, bedspreads, and table linens will be procured using unit AFC funds. Quantities procured will be sufficient to permit a 10% allowance of each item as spares.</p>
Responsibilities	<p>Commanding officers and officers in charge shall establish internal controls over organizational bedding; however, consideration shall be given concerning the cost of items as opposed to controls established.</p> <p>Organizational bedding shall be stenciled with "USCG or U.S. COAST GUARD." Additional markings may be utilized (i.e., numeral, letter or combination of both) for identification and control.</p> <p>Maintenance of organizational bedding is the responsibility of the unit. Unit facilities shall be used for maintenance purposes to the maximum extent possible.</p> <p>Use of commercial facilities is authorized and chargeable to unit operating funds when unit facilities cannot accomplish cleaning and maintenance of table linens and bedding.</p>
Procedures	<p>Requisitioning of items shall be from government sources using standard MILSTRIP procedures and when required (i.e., items are not available from government sources) from GSA Federal Supply Schedules.</p>

Section K

Fuel Purchases and Reporting Requirements

Overview

In this section

This section contains the following topics:

Topic	See Page
Inventory Recordkeeping	4-K-2
Defense Energy Support Center (DESC)	4-K-4
Finance Center (FINCEN) Responsibilities	4-K-8
Requisitioning Bulk Fuel	4-K-10
Fuel Inventory Reports	4-K-13
Disposal of Fuel on Decommissioned Cutters	4-K-17
Petroleum, Oil, & Lubricants (POL)	4-K-18

Inventory Recordkeeping

Initial

When a cutter is commissioned (delivered new) and/or recommissioned, a conversion date is established at a unit for the funding of fuel using Supply Fund at that time, the unit commanding officer shall:

- Inventory the number of gallons of fuel on hand at the time of delivery or on the date of conversion.
 - Forward a message report to each of the following:
 - Responsible budget office
 - Finance Center
 - Commandant (G-CFP/G-CFM)
 - Contents of the message shall contain the following information:
 - Number of gallons on hand
 - Unit price/gal (latest refuel cost)
 - Total value of fuel on hand
-

Monthly

The commanding officer of a unit ordering fuel under the Supply Fund shall submit a monthly inventory report to the Finance Center (Code OGRF). The reporting period is from the 1st to the last calendar day of each month.

Units may submit monthly reports to the Finance Center via any of the following:

- FAX
- Message
- E-Mail

A hard copy must follow with copies of any supporting information.

Continued on next page

Inventory Recordkeeping, Continued

Guidelines

The following table provides guidelines for submitting monthly fuel reports:

If The Activity is a...	Then...
Cutter inport or shoreside unit	Submit report to FINCEN NLT 10th day of following month.
Cutter underway or scheduled to be underway on last day of month	<p>For each of MAIN PROP FUEL and AIRCRAFT FUEL, transmit report with the following information:</p> <p>Line 1 = Beginning Inventory (Gallons)</p> <p>Line 2 = Purchases (date of purchase, location/source, fuel type (e.g. MGO, DF2, F76, etc), contractor, document No./P.O. No., Gallons, units price, total cost)</p> <p>Line 3 = Transfers in (date of transfer, unit transferred from, fuel type (e.g. MGO, DF2, F76, etc.), gallons)</p> <p>Line 4 = Transfers out (date of transfer, unit transferred to, fuel type (e.g. MGO, DF2, F76, etc.), gallons)</p> <p>Line 5 = Gains/Loss from sounding (gallons)</p> <p>Line 6 = Fuel Expended (gallons)</p> <p>Line 7 = Ending Inventory (gallons)</p> <p>Line 5 = Fuel expended (Gallons from prior report)</p>

Defense Energy Support Center (DESC)

Purpose DESC (formerly Defense Fuel Supply Center) is the Defense Logistics Agency management system for procuring petroleum, oil and lubricants (POL).

- Policy**
- The Coast Guard does not participate in MILSPETS.
 - The Defense Energy Support Center (DESC) is the designated integrated materiel manager for wholesale bulk petroleum products (except for packaged petroleum products) and is responsible for coordinating procurement of all petroleum products, coal and related services.
-

References

FINCEN Standard Operating Procedures

DoD 4140.25.M Management of Petroleum Products for detailed procedures.

- DESC Responsibilities**
- DESC's responsibilities to Coast Guard units in relation to POL supply support is as follows:
- Issues procedures (via contract bulletins) to Coast Guard units.
 - Delivers products to Coast Guard customers through Area Fuel Regions described as follows:

Region	Encompasses
CONUS	Continental United States
PACOM	Alaska, Caribbean, Pacific
EUCOM	Europe
SWASIA	Middle Eastern Countries (i.e., Israel, Iraq)

Continued on next page

DESC, Continued

CG Responsibilities Following are the roles of Coast Guard units for obtaining supply support for POL:

Unit	Responsibility
Commandant (G-SLP)	<ul style="list-style-type: none"> • Develop CG wide policy, procedures, and fuel management guidance. • Serve as CG point of contact to DESC.
Commanders, MLCs, and Commanding Officers HQ Units	<ul style="list-style-type: none"> • Assist CG units in coordination with DESC. • Comply with all policies & procedures for POL procurement. (See DoD 4140.25.M) and G-SLP policy as stated in this manual. • Establish local procedures for procurement of POL consistent with current CG-wide fuel procurement direction. • Ensure procedures are consistent with Federal, State and Local environmental regulations. • Maintain contact with DESC managers to: <ul style="list-style-type: none"> • Ensure timely fuel support. • Resolve problems for sub-units. • Consolidate annual fuel requirements for subordinate units and submit to responsible DESC elements in accordance with the requirements submission schedule DFSCI 4220.1 (series). Advise COMDT (G-SLP) of any special circumstances which should be considered in preparing contracts. • Initiate local procurement to supplement DESC support when: <ul style="list-style-type: none"> • Maximum order is less than minimum order quantity required by DESC. • Containers are smaller than those available from DESC. • An emergency situation requires action faster than DESC normal contracting process permits.

Continued on next page

DESC, Continued

CG Responsibilities (continued)

Unit	Responsibility
Commanders, MLCs, and Commanding Officers HQ Units, (continued)	<ul style="list-style-type: none">• Purchase is specifically authorized by Commandant (G-SLP).• Support all local POL procurements with documentation.• Ensure that DESC Price Bulletins for bulk petroleum products are provided to subordinate units.• Coordinate with other military services that provide retail level support (retail bulk petroleum storage and related services).• Ensure Supply Fund is reimbursed for fuel expended by the cutters or shore base activity, based on units monthly fuel report (if applicable).• Refer unresolved problems or inquires to Commandant (G-SLP).
FINCEN	<ul style="list-style-type: none">• Ensure appropriate financial transactions to POL procurements are processed.
Cutter/Shore Bases	<ul style="list-style-type: none">• Engineer Officer/Fuel Manager:<ul style="list-style-type: none">• Determine fuel requirements, and advise supply officer of quantities required and date/time delivery is desired.• Comply with safety regulations and environmental regulations.• Provide monthly fuel reports in accordance with FINCEN SOP.• Supply Officer:<ul style="list-style-type: none">• Make all necessary arrangements with supply activities or contractors for the procurement of fuel.

Continued on next page

DESC, Continued

POL sources of supply

Sources of Supply for POL are:

Routine	Emergency
<ul style="list-style-type: none">• Military Sealift Command (MSC) tankers.• Naval Shore Activities, fuel depots and annexes.• Commercial shore installations (both foreign and domestic), under DESC contracts (as listed in DESC Bulletin).• Commercial shore installations in Alaska, Hawaii and outside U.S., under contract to local Navy activities.• Shore installations of other services/agencies.• Foreign commercial shore establishments not currently under DESC or local CG contracts.• Commercial sources (CONUS).	<ul style="list-style-type: none">• U.S. commercial ships.• Foreign naval ships.• Foreign naval shore activities.• Foreign commercial ships.

Finance Center (FINCEN) Responsibilities

Procedure

The Finance Center will use the monthly fuel reports to determine the:

- value of the present inventory
- value of transferred inventory
- value of expended inventory

This will enable them to properly charge AFC-30 and correctly reimburse the Supply Fund.

In order for the FINCEN to maintain a current and accurate picture of inventory levels, fuel consumed and prices paid, it is important that units submit fuel reports in a timely manner.

The FINCEN shall maintain a worksheet consisting of the following information:

- Present value of units' fuel inventory (determined by FINCEN).
- A chronological posting of all fuel receipts and transfers.

Quarterly computation

The FINCEN will compute the value of each unit's fuel inventory as of the last calendar day of the 3rd month. The following applies:

- Multiply inventory by purchase price/gal.
- Multiply inventory by purchase price of most recent refueling (recalculated).
- Once the quarterly price for equalization entry is made, all previously posted inventory values become invalid. Only the recalculated inventory value is brought forward on the worksheet.

Continued on next page

FINCEN Responsibilities, Continued

Transfer

Transfer of fuel from a unit ordering fuel under the Supply Fund to other units, agencies or private parties shall be accounted for to ensure:

- Reimbursement of the CG Supply Fund.
- The receiving party is properly charged.

The price of fuel transferred shall be determined from the FINCEN inventory ledger. The price of fuel at the most recent refueling will be charged.

When a vessel transfers more fuel than it received at its most recent refueling, the difference in fuel will be priced at the cost of fuel at the second latest refueling, and so on, until the entire amount of fuel has been priced.

EXAMPLE:

CGC OUTAGAS refuels 100 gallons priced at \$.90/gal. She expends 50 gallons, than refuels 100 more gallons at \$.80/Gal. She now has 150 gallons of fuel on board. If the cutter were to transfer all of the fuel, the fuel would be priced in the following manner:

1st 100 gallons --> \$.80/Gal

The 50 remaining gallons (the difference between the present amount and the amount received at last refueling) will be priced at \$.90/Gal.

Total price charged = (100)(\$.80) + (50)(\$.90) or --> \$125.00.

The fuel transferred will then be removed from the transferring unit's inventory and subsequent acquisitions will be credited to the unit's inventory.

When fuel is transferred to a supply outside of the Supply Fund, the AFC-80 will be used to reimburse the Fund in order to maintain efficient cash flow. The FINCEN will follow normal interagency billing procedures. Upon receipt of payment from the customer, reimbursement will go directly into AFC-80.

Requisitioning Bulk Fuel

Purpose

The purpose of this topic is to describe the policy and procedures for requisitioning bulk fuels.

Policy

Coast Guard policy is to support inter-service support agreements with the Defense Energy Support Center (DESC) for the procurement and distribution of bulk petroleum products. Bulk Fuel shall be requisitioned using a Bunker Fuel Magnetic Strip Card whenever possible. Bunker Fuel Magnetic Strip Cards are issued by DESC. Coast Guard (CG) units that do not have a Bunker Fuel Magnetic Strip Card can place orders against a Ships' Bunker Contract using one of the following forms: SF-1449, OF-347, or SF-44 (in that order of preferred use). The payment address for all orders made against Ships Bunker Fuel Contracts is:

FAS-CO-SFFI, DFAS Columbus Center
Fuels Accounting and Payments Division
P.O. BOX 182317
Columbus, OH 43218-6251.

Fuel used during major renovations for Dock/Sea trials will be charged to AC&I funds.

Application

The Supply Fund will be used to fund fuel purchases for the following:

- Main propulsion equipment on High and Medium Endurance Cutters (over 180 feet in length).
- Main propulsion equipment on aircraft when fuel is stored in bulk (>50,000 gallons).
- Helicopters deployed on cutters.
- Power generating equipment when authorized by Commandant (G-CFM-3). The District/MLC Commander may request authorization to fund fuel, using supply fund, when funding of bulk fuel procurement at the unit has an undo impact on Allotment Fund control Code (AFC-30) funding requirements.

Continued on next page

Requisitioning Bulk Fuel, Continued

Accounting data

Units ordering fuel under the Supply Fund must write the following accounting data per the CG Finance Center (CGFC) SOP:

2/R/XFG/1**/XX/0/85/OPFAC/2623

Where: R=Region

 **=Former ATU

 XX=AFC's (See Appendix 12 of CGFC SOP)

 OPFAC=Your unit OPFAC from COMDTINST 5440.2

The following document types are to be used for fuel financial transactions:

Financial Transactions	Document Types
Transfers	33
Purchases	35
Adjustments (for Activities Europe)	28
Adjustments (other than Activities Europe)	78

Procedures for DESC requisitions

The following table outlines the steps to requisition bulk fuel from DESC sources:

Step	Action
1	Unit fueling officer determines fuel requirements and advises supply officer of quantities required and required delivery date.
2	Supply officer contacts DESC source of supply per MLC-provided DESC price bulletins and arranges for delivery.
3	Supply officer prepares DD-1149. See Chapter 4-F on DD-1149 preparation. See FINCEN SOP (Chapter 8) for accounting line data.

Continued on next page

Requisitioning Bulk Fuel, Continued

Exceptions

DESC sources of supply may not be able to fill unit requirements for several reasons:

- Maximum order is less than minimum order quantity required by DESC.
 - Containers required are smaller than those available from DESC.
 - An emergency situation requires action faster than DESC normal contracting process permits.
 - Purchase is specifically authorized by Commandant (G-CFP).
-

Procurement from commercial sources

When DESC sources cannot meet unit requirements or are not available, the District or MLC commanders or Headquarters units commanding officer may authorize commercial procurement.

To meet emergency operational commitments, unit commanding officers shall contact the appropriate MLC(vpl) Chief Of the Contracting Office (COCO) or designated contracting officer to procure fuel on the open market in excess of contracting officer warrant.

Fuel Inventory Reports

Purpose

This section provides the formats for required fuel reports.

Establishing Initial Inventory

When a cutter is commissioned (delivered new) and/or recommissioned, a conversion date is established at a unit for the funding of fuel using Supply Fund. The unit commanding officer shall:

- Inventory the number of gallons of fuel on hand at the time of delivery or on the date of conversion.
 - Forward a message report to each of the following:
 - Responsible budget office
 - Finance Center
 - Commandant (G-CFP/G-CFM)
 - Contents of the message shall contain the following information:
 - Number of gallons on hand
 - Unit price/gal (latest refuel cost)
 - Total value of fuel on hand
-

Monthly fuel inventory reports

The unit Commanding Officer ordering fuel under the Supply Fund shall submit to the Finance Center (OGP) a monthly inventory report by message.

- Message reports shall include the entire month' fuel transactions and ending inventory.
 - Reports shall be submitted to reach the Finance Center (OGP) and Commandant (G-CFM-3) not later than the fifth work day of the following week.
-

Continued on next page

Fuel Inventory Reports, Continued

Monthly fuel inventory reports (continued)

- Units shall transmit a message report indicating:

Main Propulsion Fuel:

- beginning inventory (gallons),
- purchases (date of purchase, location/source, fuel type (MGO, DF2, F76, etc), contractor, document no. or P.O. no., gallons, unit price, total cost)
- transfers in (date of transfer, unit transferred from, fuel type (MGO, DF2, F76, etc.) gallons
- transfers out (date of transfer, unit transferred to, fuel type (MGO, DF2, F76, etc.) gallons
- gains/losses from sounding (gallons)
- fuel expended (gallons)
- ending inventory (gallons)

Aviation Fuel:

- beginning inventory (gallons),
- purchases (date of purchase, location/source, fuel type (JP5, JP8, etc), contractor, document no. or P.O. no., gallons, unit price, total cost)
- transfers in (date of transfer, unit transferred from, fuel type (JP5, JP8, etc.) gallons
- transfers out (date of transfer, unit transferred to, fuel type (JP5, JP8, etc.) gallons
- gains/losses from sounding (gallons)
- fuel expended (gallons)
- ending inventory (gallons)

Copies of receipt and issue documents shall be mailed to Finance Center (OGP) to support message report.

Continued on next page

Fuel Inventory Reports, Continued

Reports during major Renovation and Modernization

Vessels entering renovation/overhaul shall report fuel transfers as follows:

- Use message format and report to FINCEN (OGP) and Commandant (G-SL)
 - Inventory of fuel on hand entering renovation/overhaul
 - Receipt of fuel during renovation/overhaul (gallons, unit price)
 - Transfer of fuel during renovation/overhaul (date, gallons and unit receiving fuel)
 - Inventory of fuel at delivery (gallons)
-

Disposal of Supply Fund Fuel for Decommissioned cutters/shore units

Supply fund fuel onboard decommissioned cutters or shore units shall be disposed of as follows:

- Transfer to another unit using supply fund fuel of latest receipt price.
 - Sale to other Coast Guard activities not using supply fund fuel at the latest receipt price.
 - Fuel not disposed of shall be considered as cost of "placing vessel in inactive status".
 - Accounting transactions for the disposal of fuel are contained in the FINCEN SOP.
-

Finance center responsibilities

The Finance Center shall use the monthly fuel reports to determine the value of the unit's present inventory, inventory transferred and inventory expended.

Determine the present value of the unit's fuel inventories using the "First In First Out" (FIFO) method of inventory pricing.

Transfer

Transfer of fuel from a unit ordering fuel under the Supply Fund to other units, agencies or private parties shall be accounted for accordingly to ensure:

- Reimbursement of the CG Supply Fund
 - The receiving party is properly charged
-

Continued on next page

Fuel Inventory Reports, Continued

FINCEN Responsibilities

The price of fuel transferred shall be determined from the FINCEN inventory ledger. The price of fuel at the most recent refueling will be charged.

When a vessel transfers more fuel than it received at its most recent refueling, the difference in fuel will be priced at the cost of fuel at the second latest refueling, and so on, until the entire amount of fuel has been priced.

When fuel is transferred to an agency outside of the supply fund, the AFC-80 will be used to reimburse the fund in order to maintain efficient cash flow. The FINCEN will follow normal interagency billing procedures. Upon receipt of payment from the customer, reimbursement will go directly into AFC-30.

FINCEN Reports

Quarterly (Dec, Mar, Jun, Sep), the Finance Center shall compute the value of the fuel inventory for each unit by the 15th calendar day of the following month. The value of inventory is determined by:

- Multiplying the inventory (gallons) by the purchase price(s) per gallon. The inventory is then recomputed by multiplying the purchase price paid at the most recent refueling.
-

Disposal of Fuel on Decommissioned Cutters

Policy

Fuel onboard decommissioned cutters shall be disposed of as follows:

- Transfer fuel to other units that are funded under Supply Account 85.00.
- Sell fuel to other units that are not funded under Supply Account

Fuel not disposed of in either of the above manners shall be considered as cost of "placing vessel in inactive status."

Accounting Transactions for the disposal of fuel are contained in Part 5 Ch 1 of the FINCEN SOP.

Last-in-first-out pricing procedures

The value of fuel inventory will be determined by using the purchase price paid at the unit's last refueling and the number of gallons on hand. The difference between the earlier extended value and the recalculated inventory value will also be recorded.

Petroleum, Oil, And Lubricants (POL)

Purpose

This topic covers Coast Guard policy for the ordering of POL and identifies responsibilities supporting this policy at various levels..

Policy

The Coast Guard shall utilize contracts of the Defense Energy Support Center (DESC) and General Services Administration (GSA).

Contract bulletins are issued for each fiscal year and establish procedures to be followed by the purchasing unit in obtaining requirements.

Exceptions to policy

Procurements under contracts of DESC and GSA are not required when:

- Maximum single order is less than the minimum quantity available under the contracts, or
 - Containers required are smaller than those available from the contractors, or
 - Purchase without regard to existing contacts is otherwise specifically authorized by Commandant (G-CFP).
-

Responsibilities

Unit responsibilities are outlined to ensure that proper procedures for obtaining POL are followed:

Agency	Responsibility
Commandant (G-CFM)	Provides fuel policy and overall energy management direction. Assists MLCs/District Offices as required in their coordination with DESC.

Continued on next page

Petroleum, Oil, And Lubricants (POL), Continued

Responsibilities (continued)

Agency	Responsibility
--------	----------------

<p>Maintenance & Logistics Commands and District Commanders</p>	<p>Comply with procedures developed by DESC (see Management of Petroleum Products, DoD 4140.25M) and Commandant (G-CFP).</p> <p>Establish and maintain liaison with DESC managers for fuel support and resolve problems for responsible subordinate units.</p> <p>Determine the fuel requirements for subordinate units and submit to responsible DESC elements IAW DFSCI 4420.1 (series).</p> <p>Provide DESC the following information when registering new/changed requirements:</p> <ul style="list-style-type: none"> • DESC program number • Type of fuel product • Receiving unit name and location • Quantity required • Delivery period or delivery date • Method of delivery (barge, tank truck, etc.) • Estimated average delivery size • Special or modifying information <p>Ensure sufficient fuel is available to carry out assigned missions.</p> <p>Maintain fuel management information provided by DESC for subordinate units, tracking fuel usage history and forecast trends in fuel demands and cost.</p> <p>Initiate local procurement actions as authorized to supplement DESC support when necessary, maintaining documentation for each situation.</p> <p>Ensure DESC Price Bulletins are provided for bulk petroleum products to subordinate offices and units.</p>
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Continued on next page

Petroleum, Oil, And Lubricants (POL), Continued

Responsibilities (continued)

Agency	Responsibility
Maintenance & Logistics Commands and District Commanders (continued)	<p>Coordinate with other military services that provide retail level support (retail bulk petroleum storage and related services).</p> <p>Determine maximum allowable sulfur content for equipment at subordinate units based on State environmental regulations and provide sulfur content report with fuel requirements when required by DESC.</p> <p>Refer unresolved problems or inquiries to Commandant (G-CFP).</p>
Units	<p>Engineer Officer:</p> <ul style="list-style-type: none">• Determine unit fuel requirements and advises supply or procurement office of quantities and time of delivery desired.• Prepare monthly fuel reports. <p>Supply Officer:</p> <ul style="list-style-type: none">• Generate procurement requisition for fuel.• Make necessary delivery arrangements from supply activity or contractor.• Make necessary arrangements for off-loading and transfer of bulk to appropriate fuel facilities with required documentation of transfer and accounting data reporting to FINCEN, MLC/District Commander and Commandant (G-CFM).• Ensure proper stowage and handling requirements are in place for stowage of lubricants and solvents and appropriate Material Safety Data Sheets are obtained and issued to users for each item ordered, received or in inventory.

Continued on next page

Petroleum, Oil, And Lubricants (POL), Continued

Requirements submission

Commandant (G-CFP) shall be advised of any special circumstances which require consideration in preparation of contracts.

Information shall include

- Unusual storage or geographic conditions.
- Addresses of separate delivery points.
- More than one delivery location.
- Methods of delivery when more than one is acceptable.
- Number of contract bulletins indicated in submission of requirements.

Bulk lube oil will include the following additional items:

- Exact consignment.
- Minimum delivery.
- Type of delivery desired for each bulk quantity, (i.e., tanker truck, transport truck, tank car).

Sources of supply

Supply or procurement personnel shall procure fuels from the following sources:

- US Navy Ships/USCG Cutters
- Military Sealift Command (MSC) Oilers;
- Naval shore activities, fuel depots and annexes;
- Commercial shore installations, both foreign and domestic, under DESC contracts (as listed in DESC Bulletins);
- Commercial shore installations in Alaska and Hawaii and outside the United States under contract to local Navy activities;
- Shore installations of other services or agencies; or
- Foreign commercial shore establishments not currently under DESC or local Coast Guard contracts.

Emergency sources

When normal sources of supply are not available and operations require emergency need, the following sources may be used:

- United States commercial ships,
- Foreign naval ships,
- Foreign naval shore activities, or
- Foreign commercial ships.

Petroleum, Oil, And Lubricants (POL), Continued

Navy activities and Military Sealift Command

Requirements shall be included in underway replenishment UNREP or logistics requirement LOGREQ message.

Requisition or MILSTRIP number shall be included for each item requested. Actual document may not be required unless it is DLA owned bulk petroleum from a Military Sealift Command (MSC) tanker.

Requisition to a shore activity shall be provided on Form DD-1149.

Form preparation

The following information is the minimum to be furnished on a Form DD-1149. Data blocks not listed shall be left blank:

Block	Entry
1	DoDAAC, Name of unit and hull number of vessel as appropriate.
2	DoDAAC Name and address of supply activity, (if a MSC tanker enter only name).
3	Commanding Officer, the name of unit (cutters include hull number), point of delivery, and pier number (or anchorage berth).
5	Calendar date (year, month, day) requisition is prepared.
6	Complete MILSTRIP requisition number (e.g., Z11401-9010-9500)
7	Calendar date (year, month, day) on which delivery is required.
10	Name, rank and signature of supply officer/authorized ordering official.
b	NSN and nomenclature of bulk petroleum product. Only one item on each DD-1149 and include the following information: <ul style="list-style-type: none"> • Signal code: "A" for cutters. • Fund code: Applicable two-character fund code. • Appropriation data.
c	Enter "GL" (gallon) for bulk petroleum products.
d	Enter quantity requested.

CHAPTER 5

Material Management

Overview

Introduction

The instructions provided in this chapter are designed to interface with the Federal Supply System to the extent possible and provide optimum uniformity in the areas of Material Management.

Policy

The policies, procedures and instructions in this chapter are mandatory and applicable to all personnel throughout the Coast Guard (CG). Exceptions: subsistence, munitions, medical and other supply requirements which are governed by other directives.

Automated systems

There are several automated systems:

All OM&S shall be maintained on one of the following automated systems:

Type	Explanation
CMplus	Configuration Management plus . Mandatory for all OM&S, except for aeronautical material located at the Inventory Control Points (ICPs).
AMMIS/SCCR	Aviation Maintenance Management Information System/Supply Center Computer Replacement Inventory and OM&S located at the ICPs and ICP controlled OM&S located at field units.
SCAMP	Shipboard Computer-Aided Maintenance Program. Mandatory for all OM&S on all cutters and shore units including aeronautical material type 3 and 5 until superseded by CMplus. To request SCAMP, contact OSC Martinsburg.
Other Systems	The appropriate facility/program manager shall provide guidance to units that are not on the above systems. Waivers are granted by COMDT (G-SLS) to use a local system.

Continued on next page

Overview, Continued

In this chapter

This chapter covers the following sections in relation to Material Management in the Coast Guard:

Section	Title	See Page
A	Coast Guard Policies, Responsibilities and Procedures for Managing Inventory and Operating Materials and Supplies (OM&S) Stock	5-A-1
B	Determining Stock Requirements and Replenishment Quantities	5-B-1
C	Physical Inventory	5-C-1
D	Inventory Management of Shelf Life Items	5-D-1
E	Storage and Handling of Material	5-E-1
F	Temporary Transfer of Material for Storage	5-F-1
G	Transportation	5-G-1
H	Stock Record Systems and Shipping and Receiving Processes	5-H-1
I	Material Returns Program (MRP)	5-I-1
J	Depot Level Repairable (DLR) Management	5-J-1
K	Expending Material from Records	5-K-1
L	Supply Support	5-L-1
M	Configuration Status Accounting (CSA)	5-M-1
N	Discrepancy Reporting	5-N-1

Section A

Coast Guard Policies, Responsibilities and Procedures for Managing Inventory (Supply Fund Account) and Operating Materials and Supplies (OM&S) Stock

Overview

Applicability

The policies, responsibilities and procedures contained in this section are mandatory for management of all Coast Guard Inventory (Supply Fund Account) and OM&S stock. Material management is important to ensure proper accountability, control, and replenishment of these stocks in support of Coast Guard missions.

Definition of Inventory

Tangible personal property held by ICP's/Sources of Supplies (SOS) (i.e. ARSC, ELC, DLA) for sale to customers as normal course of business. [Inventory is purchased via Revolving Supply Fund Account.](#)

Examples of Inventory

Defined as:

- ELC stored supply fund managed items
 - Fuel
 - Subsistence
 - Clothing
-

Definition of OM&S

Free issue and locally requisitioned or procured tangible personal property that will be consumed in normal operations by the end users (e.g. afloat and ashore units). OM&S is stocked in storerooms, warehouses, trailers etc., and accounted for physically and financially, [regardless of value](#) on automated or manual stock records until it is issued to end user. [OM&S consists of allowance, SIM, Non-SIM, reparables, and seasonal items. SIM, Non-SIM, reparables, and seasonable items may be allowance or non-allowance items.](#)

Examples of OM&S

Defined as:

- on board spare parts for HM&E equipment,
- electronic spare parts ([MICA previously ERPAL](#)) and components (including parts for Navy type Navy owned electronics equipment),

Continued on next page

Overview, Continued

Examples of OM&S (continued)

- reparable HM&E and electronics removed from vessel, aircraft and returned for repair to ICP/NESU or repair facility,
- weapons spare parts (including Navy type Navy owned weapons equipment)(excluding ammunition),
- rotatable pool equipment held by support units,
- spare parts and material such as plumbing, electrical, lumber and carpentry supplies for engineering and industrial facilities
- vehicle spare parts,
- law enforcement supplies (not yet issued to users),
- boatswain spares,
- survival equipment (not yet issued to users/aircraft),
- aviation material type 3 and 5,
- Buoys and ATON hardware (except for lighted foam and steel buoys, and unlighted [foam](#) and steel buoys 3rd class and larger).

Excluded from OM&S

Excluded from OM&S; office supplies, housekeeping supplies, scrap material, real property, personal property as defined in the Property Management Manual (COMDTINST M4500.5 (series)), items procured by a revolving fund (e.g. supply fund), and [pollution control equipment stored in MSO immediate response trailers](#).

[Note: MSO immediate response trailers must be locked and have an inventory list.](#)

OM&S Expended (Shop stock/ Operating Space Item (OSI))

Users are not required to account for material on a stock record system (i.e. CMplus, SCAMP) when the material is transferred to a department as expended “shop stock” or operating space items under the following criteria’s.

- items with a unit price \leq \$500.00 consumed or installed on equipment/components [in the course of daily maintenance operations](#).
- items that do not make a complete unit of issue due to usage of some of the material. For example, links removed from a shot of chain, nails used from a package of nails.

[Note: See additional information on page 5-A-13](#)

Continued on next page

Overview, Continued

Restriction

Do not store expended OM&S in the same location (i.e. same shelf or vidmar drawer) as stocked OM&S. This also applies to keeping “F” condition materiel separate from “A” condition materiel.

Types of stock

There are four types of stocks with management responsibilities assigned in the Coast Guard.

Stock	Managed by
Wholesale	ICPs (e.g., ELC & ARSC)
Retail	ICPs, UDC and designated activities
Industrial	ICPs and Industrial Supply Facilities
Unit	Coast Guard Areas, Districts, ISCs and Units.

In this section

In this section, we provide policy, responsibilities and procedures for management of Coast Guard inventory and OM&S.

Topic	See Page
Materiel Management Policy	5-A-4
Headquarters and Command Responsibilities	5-A-5
ELC and ARSC Managed/Controlled Inventory and OM&S Stocks	5-A-7
Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (YFRI) (ELC and ARSC Managed) at Stock Points	5-A-8
Retail Stock	5-A-11
Industrial Stock	5-A-12
Unit Stock	5-A-13

Materiel Management Policy

Policy

It is Coast Guard policy to stock materiel at or near the end user. Such stock shall be based on:

- Demand
- Maintenance plans and/or a predetermined allowance
- Being part of a rotatable pool

While the Coast Guard is not part of the Department of Defense (DoD), it is essential to standardize our supply policy and procedures to interface with the DoD and Other Government Agencies (OGA) supply systems to the maximum extent possible.

Headquarters and Command Responsibilities

Responsibilities

Coast Guard Materiel Management responsibilities are as follows:

Activity	Responsible for:
Commandant (G-S)	issuance of specific supply and logistics policies, procedures, criteria, and systems for the effective management of Coast Guard materiel.
Commandant (G-CFM)	oversight, analysis, and financial management standards for OM&S.
Commandant (G-CFS)	certifying systems for financial tracking of OM&S and inventory.
FINCEN	<ul style="list-style-type: none"> maintaining Departmental Accounting & Financial Information System (DAFIS) general ledger balances for OM&S, and ensuring annual reconciliation of subsidiary OM&S records with a unit price \geq\$1,000 and DAFIS general ledger and the CFO Act financial statements.
Facility/Program Managers and staff divisions	<p>accountability and internal control systems for the following categories of OM&S:</p> <p>COMDT (G-SEA): OM&S located at ARSC/Air Stations</p> <p>COMDT (G-SEN): OM&S/Inventory located at the ELC</p> <p>COMDT (G-OCU): small arms</p> <p>COMDT (G-SCE): electronics</p> <p>COMDT (G-SL): cutters/shore stations/ ATON parts</p>

Continued on next page

Headquarters and Command Responsibilities, Continued

Responsibilities, (continued)

Coast Guard Materiel Management responsibilities are as follows:

Activity	Responsible for:
Facility/Program Managers and staff divisions (continued)	Provide assistance to Commandant (G-S) to: <ul style="list-style-type: none"> • Ensure responsive supply support to Coast Guard customers through the development, distribution, and maintenance of an automated supply system. • Integrate the progressive transition of supply management responsibilities into the Coast Guard supply system. • Allocate such funding as necessary to ensure supply effectiveness with minimum costs.
HQ Program Managers with the support of area, district, MLC and HQ units	Provide specific instructions and ensuring that field units maintain financial and physical accountability of OM&S stock, including the timely and complete accurate recording of all OM&S transactions.
ELC/ARSC	management of: <ul style="list-style-type: none"> • wholesale OM&S and inventory stock within the Coast Guard. • Yard Fund Retail Inventory (YFRI). (ELC ONLY) • wholesale materiel at the ELC and ARSC governed by the Uniform Supply Operations (USO) Manual, (COMDTINST M4121.4 (series)).
Units	<ul style="list-style-type: none"> • physical & financial accountability of OM&S under their control. • establishing and maintaining centralized supply.

ELC and ARSC Managed/Controlled Inventory and OM&S Stock

Overview

The ELC manages Yard Fund Retail Inventory (YFRI) in support of CG YARD projects.

ARSC manages aviation material type 1, 2, 4, and 6.

ELC and ARSC:

- may procure and stock materiel for redistribution.
 - may enter into rotatable pool agreements with the MLCs to support Coast Guard units in geographic or mission support areas.
 - have the option, based on demand, to stock items regardless of the unit cost.
 - are authorized to position wholesale system stocks on site and at other Coast Guard activities or designated remote locations (e.g. vessel/aircraft engines).
 - Maintain off-site storage of ICP stock on ICP records.
-

Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (YFRI) (ELC/ARSC Managed) at Stock Points

Scope

The following procedures apply to Coast Guard ELC and ARSC controlled stock and to those activities which hold ELC and ARSC controlled stock, except as indicated below:

- CG Yard - Transaction reporting will be accomplished in accordance with ICP procedures.
- Navy Stock Points - transaction reporting will be accomplished in accordance with the Interdepartmental Agreement between the Navy Supply Systems Command and the USCG.

Receipt of materiel directed by ELC or ARSC

Some material receipts will be directed by the ELC/ARSC.

- ELC/ARSC shall provide advance notification to stock points of all incoming materiel as follows:

If Receipt is a...	Then...
New Procurement	(For ARSC only) Stamp copy of purchase order or procurement regulation with "ARSC MATERIAL EXPECTED RECEIPT" and forward to stock point.
Repair and Return or Replacement-In-Kind	Forward copy of the Repair and Return/Replacement-In-Kind letter prepared by the ELC or ARSC to the stock point.
Redistribution Action	Forward copy of the Material Release Order to the consignee.

Continued on next page

Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (YFRI) (ELC and ARSC Managed) at Stock Points,

Continued

Receipt of materiel directed by ELC or ARSC (continued)

- ELC and ARSC shall report material received as the result of a new procurement, repair and return action or redistribution action to the stock point via message, within two working days from the date of physical receipt. The ELC or ARSC may request use of the Receipt of APA Material Form (CG-4589) for reporting the receipt of material.
- Stock points must post due-in information by electronic means and maintain a hard copy file of expected receipt documents.

Materiel not directed by ELC or ARSC

- Report receipt of material, turned in or picked up without ELC/ARSC knowledge, to the cognizant agency on CG-4589. Include all available descriptive information on the form.
- Use the Federal Supply Class (FSC) to determine the appropriate agency. FSC responsibility assignments are as designated in Chapter 3 of this manual.

Packing Procedures

All packing, crating, marking, preservation and storage procedures shall be in accordance with the Inspection, Packaging, Handling, Storage and Transportation Handbook ([COMDTINST M4450.1 \(series\)](#)).

Damage of materiel in storage

When materiel is discovered in a damaged condition, the stock point shall report it to the cognizant ICPs via the Controlled Materiel Report of Condition Change.

Continued on next page

Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (ELC and ARSC Managed) at Stock Points, Continued

Damage of materiel in storage, (continued)

The Stock Point shall do the following:

- Determine the condition of the item prior to damage (i.e. stock records) and the present condition using the Condition codes. If the stock point is unable to determine the present condition, then the materiel shall be reported as "suspended from issue pending classification" (Condition Code "J").
- Physically segregate the damaged materiel by its new condition.

ELC or ARSC shall, upon receipt of the Controlled Material Report of Condition Change, determine if a Report of Survey (CG-5269) is required in accordance with the Property Management Manual, (COMDTINST M4500.5 (series)).

Retail Stock

Overview

Retail stock is managed by ELC, Uniform Distribution Center (UDC), ISC Boston and ISC Kodiak. Materiel management at the retail level utilizes a centralized system where the stocking activity maintains materiel (based on demand) to support authorized users.

Retail stocking activities are authorized to improve supply support to operating units by:

- Reducing the end-users lead time, especially for commercially procured items,
 - Reducing paperwork associated with the requisitioning of commonly used materiel when several units are collocated or located within the same geographic area, and
 - ELC can reduce the level of unit allowances (excludes UDC and ISC's) based on demand history or change of maintenance procedures.
-

Retail stock criteria, (excluding YFRI)

Retail activities may procure and stock items for local consumption or pick-up.

- Retail Supply Fund activities may not stock materiel for redistribution via mail, freight, or other modes of transportation (with exception of UDC).
 - Retail activities may not stock free issue or insurance items.
 - Retail activities may stock Coast Guard unique, OGA, and commercially procured items.
 - A maximum unit price for Retail Activities is \$1000.00.
 - All items must be consumable.
-

Industrial Stock

Industrial Stocking criteria (OE Appropriation)

Industrial stock will not exceed 60 days supply, based on historical demand; unless those items have a long procurement lead time, standard unit pack or Economical Order Quantity.

Industrial stock may consist of those items which are:

- Consumable and reparable, or
- High dollar value items that are charged against a particular project or work order, or
- Bulk stock items carried in shop stocks, or
- Items of a highly desirable and pilferable nature.

Industrial Stocking criteria (Supply Fund)

Industrial stock follows the same rules as Retail Stock on previous page.

- Industrial stock **procured** by the Supply Fund is managed as retail stock.
 - Consumable items
 - Approved by Commandant (G-CFM)
-

Unit Stock

Unit Stocking criteria Unit materiel management and accountability rests with the Commanding Officer or Officer In Charge. Unit OM&S stock consists of storeroom items (SRI). SRI's are allowance, SIM, Non SIM, reparables, and seasonal items. SIM, Non SIM, reparables, and seasonal items may be allowance or non-allowance items not used in the course of daily operations. They may consist of Allowance Parts List (APL) and Allowance Equipage List (AEL) items.

In the Supply Module of CMplus under allowances, the Configuration Parts Listing (CPL) lists all APL and AEL items.

Shop stock/Operating Space Items (OSI) criteria

Shop stock/OSI's are consumable items (i.e., gaskets, screws, washers, etc.) used in daily maintenance operations or construction of a finished product, are expended upon issue and considered consumed in use. The value of shop stock/OSI's are such that costing or charging their use to a specific project or work order is impractical. Since shop stock/OSI's are already expended to end-use they are not visible or available to the ICP or the supply system. Shop stock/OSI's are limited to consumable items having a unit price $\leq \$500.00$ and items that do not make a complete unit of issue due to partial usage of some material regardless of cost.

Note:

- Over-investment in shop stocks is not economical and should be avoided so they do not have to be accounted for on a stock record.
 - Repairable items are not considered shop stock.
 - SRI's costing $\leq \$500.00$ are not to be expended and considered shop stock/OSI's to avoid maintaining them on inventory records.
 - Recommend as a good inventory management practice that a local stock record be maintained on the material at the shop or with the OSI.
-

Aviation unit stocking criteria

Aviation units shall maintain a stock record for the following material types that are not accounted for in AMMIS:

- Type 3: Aeronautical material, less avionics, with a \$250, or lower unit price.
- Type 5: Avionics material with a \$800, or lower unit price.
-

Continued on next page

Unit Stock, Continued

**Aviation unit
stocking
Criteria** [\(continued\)](#)

Aviation units are responsible for the physical custody and care of the following ARSC managed type material located at the aviation unit and accounted for in AMMIS.

[See Section 4.J, Special Materiel – Aeronautical for a list of all Aeronautical Materiel Types.](#)

Section B

Determining Stock Requirements and Replenishment Quantities

Overview

Introduction

The process of determining stock requirements requires that several basic questions be answered:

- What to requisition?
 - When to requisition?
 - How much to requisition?
-

In this section

The following topics in this section explains the process for determining stock requirements and quantities:

Topic	See Page
Determining Stock Requirements	5-B-2
Determining Replenishment Quantities	5-B-4
Selected Item Management (SIM) Tables	5-B-9

Determining Stock Requirements

Policy

Stock requirements shall be based on maintenance requirement, demand and/or a pre-determined allowance.

Stock Criteria's

Unit stocks are comprised of material and parts needed to perform the predictive, preventative and corrective maintenance activities. The following stock criteria's are authorized for non-centrally supported equipment particularly for non-aviation units in determining their stocking requirements.

- Allowance items: These items have been identified for centrally supported equipment through the provisioning process by ARSC, ELC and the Navy. These entities promulgate these items in a formal equipment allowance list called Management Information for **Configuration and Allowances (MICA)** or the Navy's COSAL. Units may adjust the allowance quantity upward or downward via the Allowance Change Request (ACR) process or Selected Item Management (SIM) criteria.
- Selected Item Management (SIM) items: have two or more demands recorded within the last six months. It is used to manage repair parts and consumables which have high usage.
- Non-SIM items should have a demand within two years or anticipated maintenance requirement. These items do not have a high usage demand as SIM, are not on the allowance list, and are usually not high dollar or reparable. Stocking should be kept at a minimum purchasing only the quantity per component required for maintenance or repairs.
- Depot Level Repairable (DLR) and Mandatory Turn-In Repairable (MTR) items are usually not stocked by units and are repaired and controlled by the ICP. Replacement is usually done on a one for one basis.

Continued on next page

Determining Stock Requirements, Continued

Stock Criteria's (continued)

- Seasonal Demand Items. Special consideration is **given** to items that experience seasonal demand. Stock records for seasonal items should be identified separately to permit seasonal review. Seasonal demand experience serves as the basis for computing anticipated future seasonal demand.

Requisitioning what & when

Periodically review the following categories:

If the expended item is a ...	Then the unit shall...
Allowance item listed in the MICA or COSAL	compute demand data for possible increase or decrease in allowance quantity using the SIM calculation or approval from the ACR process. Units may delete an item via the ACR process.
SIM	compute the demand data and procure as necessary. The items low limit shall be set at the allowed level.
Non SIM	compute the demand data and procure as necessary.
reparable	replenish on a one for one basis.
seasonal demand items	base the demand forecast on the average monthly demand computed over the peak demand periods.

Determining Replenishment Quantities

Types of unit stock levels

Stock shall consist of the following three levels of supply:

- Operating Level (OL): the quantity of an item required to sustain operations in the interval between scheduled replenishments.
 - Order & Ship Time Level (O&ST): the quantity of an item expected to be issued during the time interval between initiation of stock replenishment action and the receipt of the item resulting from that action.
 - Safety Level (SL): the quantity of an item (in addition to the operating level) required to be on hand to continue normal issuance of stocks to customers in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.
-

Authorized days of supply

All activities **aloat and ashore** will use the following fixed months of supply:

Level	Days of Supply
Operating Level	75 Days
Order & Ship Level	See table
Safety Level	See table

Continued on next page

Determining Replenishment Quantities, Continued

Authorized demand period

The demand computation shall be based on a 12 month period for non-SIM and seasonal items and six months for SIM.

Items not eligible for SIM

The following items are not eligible for SIM

- Repairables
- Unusual demands
- Surveys of unserviceable materiel for issue or transfer

Procedures to calculate SIM requirements

CMplus will automatically calculate unit SIM inventory requirements. If **CMplus** is not available to your unit, the following procedures shall be used to calculate inventory requirements:

Step	Action								
1	Review Demand Frequency <table border="1"> <tr> <th>Step</th><th>Action</th></tr> <tr> <td>1</td><td>After each demand, review stock record for last transactions.</td></tr> <tr> <td>2</td><td>If two or more demands are recorded within last six months, the item is a SIM candidate</td></tr> <tr> <td>toward SIM</td><td>* NOTE: Inventory losses do not count</td></tr> </table>	Step	Action	1	After each demand, review stock record for last transactions.	2	If two or more demands are recorded within last six months, the item is a SIM candidate	toward SIM	* NOTE: Inventory losses do not count
Step	Action								
1	After each demand, review stock record for last transactions.								
2	If two or more demands are recorded within last six months, the item is a SIM candidate								
toward SIM	* NOTE: Inventory losses do not count								
2	Calculate the total demand during the six month period.								
3	Enter the High/Low Matrix tables using six month demand data, unit operating level and the appropriate order/shipping time.								
4	Determine High Limit (HL)/Low Limit (LL)/Safety Level (SL).								

Continued on next page

Determining Replenishment Quantities, Continued

Procedures to calculate requirements (continued)

5	Determine the quantity to requisition using the following steps for each item:	
	Step	Action
	1	Determine On Hand (OH) quantity .
	2	Determine quantity Due In (D/I).
	3	Determine quantity Back Ordered (BO).
	4	Calculate: $OH + D/I - BO = \text{Total Materiel available on order}$
	5	Compare total materiel available and on order to calculated high/low/safety limits
	6	Order to achieve new high limit or to return to authorized allowance levels

Order and shipping time (O&ST)

Order and shipping time is a factor in determining the high and low limit quantities listed for each demand quantity:

For units that are..	your ordering/shipping time is...
shore stations or cutters when items are readily obtainable from SERVMART or local support center,	0 days
shore stations or non-deployed cutters in the U.S., excluding Hawaii and Alaska and for deployed cutters obtaining items,	30 days

Continued on next page

Determining Replenishment Quantities, Continued

Order and shipping time (O&ST) (continued)

For units that are..	your ordering/shipping time is...
from stock points in Alaska, Hawaii and outside the U.S. or from mobile support force ships,	30 days
deployed cutters in areas other than Western Pacific when items can only be obtained from the U.S., excluding Hawaii or Alaska,	75 days
deployed cutters in Western Pacific when items can only be obtained from the U.S. excluding Hawaii or Alaska,	90 days

*NOTE: The above O&STs are suggested criteria and may be adjusted to meet operational needs.

Shelf-Life Items.

Requirement determinations and replenishment of shelf-life items shall be taken into account:

- The assigned storage period, and
- The feasibility of rotating stock on hand within their termination dates, and
- The probability of extending the termination dates as a result of test or restorative action.

Continued on next page

Determining Stock Requirements Quantities, Continued

Economic Order Quantities (EOQ).

The replenishment quantity of low cost, small cube SIM items (e.g., pencils, paper clips, etc.) may be increased by an additional 75-day supply if the total dollar value of the additional quantity will not exceed \$100 per line item.

Population Related Consumables.

If a unit's normal onboard personnel count is increased incident to a special mission, the stock levels of SIM consumables with usage directly related to the number of personnel (e.g., toilet paper, mess gear, etc.) will be adjusted upward to reflect anticipated usage during the mission.

Selected Item Management (SIM) Tables

30 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safet y Level
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	3	2	0
4	1	0	2	1	3	2	3	2	0
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	5	4	1
7	2	1	3	2	5	4	6	5	1
8	2	1	4	2	6	4	6	5	1
9	3	1	4	3	6	5	7	6	1
10	3	1	5	3	7	5	8	6	1
11	3	1	5	3	8	6	9	7	1
12	3	1	5	3	8	6	9	7	1
13	4	2	6	4	9	7	10	8	2
14	4	2	6	4	10	7	11	9	2
15	4	2	7	4	10	8	12	9	2
16	4	2	7	4	11	8	12	10	2
17	5	2	8	5	12	9	13	10	2
18	5	2	8	5	12	9	14	11	2
19	5	2	8	5	13	10	15	12	2
20	5	2	9	5	14	10	15	12	2
30	8	3	13	8	20	15	23	18	3
40	10	4	17	10	27	20	30	24	4
50	13	5	21	13	34	25	38	30	5
60	15	5	25	15	40	30	45	35	5
70	18	6	30	18	47	35	53	41	6
80	20	7	34	20	54	40	60	47	7
90	23	8	38	23	60	45	68	53	8
100	25	9	42	25	67	50	75	59	9

Continued on next page

Selected Item Management (SIM) Tables, Continued

30 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	1	0	2	1	3	2	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	2	1	3	2	5	4	5	4	1
11	2	1	4	2	5	4	6	5	1
12	2	1	4	2	6	4	6	5	1
13	3	1	4	3	6	5	7	6	1
14	3	1	4	3	7	5	7	6	1
15	3	1	5	3	7	5	8	6	1
16	3	1	5	3	8	6	8	7	1
17	3	1	5	3	8	6	9	7	1
18	3	1	5	3	8	6	9	7	1
19	4	2	6	4	9	7	10	8	2
20	4	2	6	4	9	7	10	8	2
30	5	2	9	5	14	10	15	12	2
40	7	3	12	7	18	14	20	16	3
50	9	3	14	9	23	17	25	20	3
60	10	4	17	10	27	20	30	24	4
70	12	4	20	12	32	24	35	28	4
80	14	5	23	14	36	27	40	32	5
90	15	5	25	15	40	30	45	35	5
100	17	6	28	17	45	34	50	39	6

Continued on next page

Selected Item Management (SIM) Tables, Continued

**30 days average
endurance, 12 month
demand period**

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

12	O & ST high	0 days low	O	30 days low	O & ST high	75 days low	O & ST high	90	Safety Level
high									
low									
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	1	0	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	1	0	2	1	2	1	0
6	1	0	1	0	2	1	3	2	0
7	1	0	2	1	3	2	3	2	0
8	1	0	2	1	3	2	3	2	0
9	2	1	2	1	3	2	4	3	1
10	2	1	2	1	4	3	4	3	1
11	2	1	3	2	4	3	5	4	1
12	2	1	3	2	4	3	5	4	1
13	2	1	3	2	5	4	5	4	1
14	2	1	3	2	5	4	6	5	1
15	2	1	4	2	5	4	6	5	1
16	2	1	4	2	6	4	6	5	1
17	3	1	4	3	6	5	7	5	1
18	3	1	4	3	6	5	7	6	1
19	3	1	4	3	7	5	8	6	1
20	3	1	5	3	7	5	8	6	1
30	4	2	7	4	10	8	12	9	2
40	5	2	9	5	14	10	15	12	2
50	7	3	11	7	17	13	19	15	3
60	8	3	13	8	20	15	23	18	3
70	9	3	15	9	24	18	27	21	3
80	10	4	17	10	27	20	30	24	4
90	12	4	19	12	30	23	34	27	4
100	13	5	21	13	34	25	38	30	5

Continued on next page

Selected Item Management (SIM) Tables, Continued

45 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
				low				low	
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	3	2	3	2	0
4	2	1	2	1	3	2	4	3	1
5	2	1	3	2	4	3	5	4	1
6	2	1	3	2	5	4	5	4	1
7	3	2	4	3	6	5	6	5	2
8	3	2	4	3	6	5	7	6	2
9	3	2	5	3	7	6	8	6	2
10	4	2	5	4	8	6	9	7	2
11	4	2	6	4	9	7	10	8	2
12	4	2	6	4	9	7	10	8	2
13	5	3	7	5	10	8	11	9	3
14	5	3	7	5	11	9	12	10	3
15	5	3	8	5	12	9	13	10	3
16	6	3	8	6	12	10	14	11	3
17	6	3	9	6	13	10	15	12	3
18	6	3	9	6	14	11	15	12	3
19	7	4	10	7	15	12	16	13	4
20	7	4	10	7	15	12	17	14	4
30	10	5	15	10	23	18	25	20	5
40	14	7	20	14	30	24	34	27	7
50	17	9	25	17	38	30	42	34	9
60	20	10	30	20	45	35	50	40	10
70	24	12	35	24	53	41	59	47	12
80	27	14	40	27	60	47	67	54	14
90	30	15	45	30	68	53	75	60	15
100	34	17	50	34	75	59	84	67	17

Continued on next page

Selected Item Management (SIM) Tables, Continued

**45 days average
endurance, nine
month demand period**

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
				low				low	
2	1	0	1	0	1	0	2	1	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	3	2	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	4	3	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	5	4	1
9	2	1	3	2	5	4	5	4	1
10	3	2	4	3	5	4	6	5	2
11	3	2	4	3	6	5	7	5	2
12	3	2	4	3	6	5	7	6	2
13	3	2	5	3	7	6	8	6	2
14	4	2	5	4	7	6	8	7	2
15	4	2	5	4	8	6	9	7	2
16	4	2	6	4	8	7	9	8	2
17	4	2	6	4	9	7	10	8	2
18	4	2	6	4	9	7	10	8	2
19	5	3	7	5	10	8	11	9	3
20	5	3	7	5	10	8	12	9	3
30	7	4	10	7	15	12	17	14	4
40	9	5	14	9	20	16	23	18	5
50	12	6	17	12	25	20	28	23	6
60	14	7	20	14	30	24	34	27	7
70	16	8	24	16	35	28	39	32	8
80	18	9	27	18	40	32	45	36	9
90	20	10	30	20	45	35	50	40	10
100	23	12	34	23	50	39	56	45	12

Continued on next page

Selected Item Management (SIM) Tables, Continued

45 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

12	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
Demand Quantity				low				low	
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	2	1	2	1	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	3	2	3	2	1
8	2	1	2	1	3	2	4	3	1
9	2	1	3	2	4	3	4	3	1
10	2	1	3	2	4	3	5	4	1
11	2	1	3	2	5	4	5	4	1
12	2	1	3	2	5	4	5	4	1
13	3	2	4	3	5	4	6	5	2
14	3	2	4	3	6	5	6	5	2
15	3	2	4	3	6	5	7	5	2
16	3	2	4	3	6	5	7	6	2
17	3	2	5	3	7	5	8	6	2
18	3	2	5	3	7	6	8	6	2
19	4	2	5	4	8	6	8	7	2
20	4	2	5	4	8	6	9	7	2
30	5	3	8	5	12	9	13	10	3
40	7	4	10	7	15	12	17	14	4
50	9	5	13	9	19	15	21	17	5
60	10	5	15	10	23	18	25	20	5
70	12	6	18	12	27	21	30	24	6
80	14	7	20	14	30	24	34	27	7
90	15	8	23	15	34	27	38	30	8
100	18	9	25	17	38	30	42	34	9

Continued on next page

Selected Item Management (SIM) Tables, Continued

60 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
				low				low	
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	3	2	5	4	5	4	2
6	3	2	4	3	5	4	6	5	2
7	3	2	5	3	6	5	7	6	2
8	4	2	5	4	7	6	8	6	2
9	4	3	6	4	8	6	9	7	3
10	5	3	6	5	9	7	10	8	3
11	5	3	7	5	10	8	11	9	3
12	5	3	7	5	10	8	11	9	3
13	6	4	8	6	11	9	12	10	4
14	6	4	9	6	12	10	13	11	4
15	7	4	9	7	13	10	14	12	4
16	7	4	10	7	14	11	15	12	4
17	8	5	10	8	5	12	16	13	5
18	8	5	11	8	15	12	17	14	5
19	8	5	11	8	16	13	18	15	5
20	9	5	12	9	17	14	19	15	5
30	13	8	18	13	25	20	28	23	8
40	17	10	24	17	34	27	37	30	10
50	21	13	30	21	42	34	46	38	13
60	25	15	35	25	50	40	55	45	15
70	30	18	41	30	59	47	65	53	18
80	34	20	47	34	67	54	74	60	20
90	38	23	53	38	75	60	83	68	23
100	42	25	59	42	84	67	92	75	25

Continued on next page

Selected Item Management (SIM) Tables, Continued

**60 days average
endurance, nine
month demand period**

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
				low				low	
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	2	1	3	2	4	3	1
6	2	1	3	2	4	3	4	3	1
7	2	1	3	2	4	3	5	4	1
8	3	2	4	3	5	4	5	4	2
9	3	2	4	3	5	4	6	5	2
10	3	2	4	3	6	5	7	5	2
11	4	2	5	4	7	5	7	6	2
12	4	2	5	4	7	6	8	6	2
13	4	3	6	4	8	6	8	7	3
14	4	3	6	4	8	7	9	7	3
15	5	3	6	5	9	7	10	8	3
16	5	3	7	5	9	8	10	8	3
17	5	3	7	5	10	8	11	9	3
18	5	3	7	5	10	8	11	9	3
19	6	4	8	6	11	9	12	10	4
20	6	4	8	6	12	9	13	10	4
30	9	5	12	9	17	14	19	15	5
40	12	7	16	12	23	18	25	20	7
50	14	9	20	14	28	23	31	25	9
60	17	10	24	17	34	27	37	30	10
70	20	12	28	20	39	32	43	35	12
80	23	14	32	23	45	36	49	40	14
90	25	15	35	25	50	40	55	45	15
100	28	17	39	28	56	45	62	50	17

Continued on next page

Selected Item Management (SIM) Tables, Continued

**60 days average
endurance, 12 month
demand period**

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

12	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
Demand Quantity				low				low	
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	3	2	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	3	2	3	2	5	4	5	4	2
11	3	2	4	3	5	4	6	5	2
12	3	2	4	3	5	4	6	5	2
13	3	2	4	3	6	5	6	5	2
14	3	2	5	3	6	5	7	6	2
15	4	2	5	4	7	5	7	6	2
16	4	2	5	4	7	6	7	6	2
17	4	3	5	4	8	6	8	7	3
18	4	3	6	4	8	6	9	7	3
19	4	3	6	4	8	7	9	8	3
20	5	3	6	5	9	7	10	8	3
30	7	4	9	7	13	10	14	12	4
40	9	5	12	9	17	14	19	15	5
50	11	7	15	11	21	17	23	19	7
60	13	8	18	13	25	20	28	23	8
70	15	9	21	15	30	24	33	27	9
80	17	10	24	17	34	27	37	30	10
90	19	12	27	19	38	30	42	34	12
100	21	13	30	21	42	34	46	38	13

Continued on next page

Selected Item Management (SIM) Tables, Continued

75 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
				low				low	
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	4	3	5	4	5	4	2
6	3	2	4	3	6	5	6	5	2
7	4	3	5	4	7	6	7	6	3
8	4	3	6	4	8	6	8	7	3
9	5	3	6	5	9	7	9	8	3
10	5	4	7	5	10	8	10	9	4
11	6	4	8	6	11	9	11	10	4
12	6	4	8	6	11	9	12	10	4
13	7	5	9	7	12	10	13	11	5
14	7	5	10	7	13	11	14	12	5
15	8	5	10	8	14	12	15	13	5
16	8	6	11	8	15	12	16	14	6
17	9	6	12	9	16	13	17	15	6
18	9	6	12	9	17	14	18	15	6
19	10	7	13	10	18	15	19	16	7
20	10	7	14	10	19	15	20	17	7
30	15	10	20	15	28	23	30	25	10
40	20	14	27	20	37	30	40	34	14
50	25	17	34	25	46	38	50	42	17
60	30	20	40	30	55	45	60	50	20
70	35	24	47	35	65	53	70	59	24
80	40	27	54	40	74	60	80	67	27
90	45	30	60	45	83	68	90	75	30
100	50	34	67	50	92	75	100	84	34

Continued on next page

Selected Item Management (SIM) Tables, Continued

**75 days average
endurance, nine
month demand period**

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
				low				low	
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	4	3	1
7	3	2	4	3	5	4	5	4	2
8	3	2	4	3	5	4	6	5	2
9	3	2	4	3	6	5	6	5	2
10	4	3	5	4	7	5	7	6	3
11	4	3	5	4	7	6	8	7	3
12	4	3	6	4	8	6	8	7	3
13	5	3	6	5	8	7	9	8	3
14	5	4	7	5	9	7	10	8	4
15	5	4	7	5	10	8	10	9	4
16	6	4	8	6	10	8	11	9	4
17	6	4	8	6	11	9	12	10	4
18	6	4	8	6	11	9	12	10	4
19	7	5	9	7	12	10	13	11	5
20	7	5	9	7	13	10	14	12	5
30	10	7	14	10	19	15	20	17	7
40	14	9	18	14	25	20	27	23	9
50	17	12	23	17	31	25	34	28	12
60	20	14	27	20	37	30	40	34	14
70	24	16	32	24	43	35	47	39	16
80	27	18	36	27	49	40	54	45	18
90	30	20	40	30	55	45	60	50	20
100	34	23	45	34	62	50	67	56	23

Continued on next page

Selected Item Management (SIM) Tables, Continued

75 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

12	O & ST high	0 days low	O & ST high	30	O & ST high	75 days low	O & ST high	90	Safet
low									
Demand Quantity									
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	3	2	3	2	5	4	5	4	2
10	3	2	4	3	5	4	5	4	2
11	3	2	4	3	6	5	6	5	2
12	3	2	4	3	6	5	6	5	2
13	4	3	5	4	6	5	7	6	3
14	4	3	5	4	7	6	7	6	3
15	4	3	5	4	7	6	8	7	3
16	4	3	6	4	7	6	8	7	3
17	5	3	6	5	8	7	9	8	3
18	5	3	6	5	9	7	9	8	3
19	5	4	7	5	9	8	10	8	4
20	5	4	7	5	10	8	10	9	4
30	8	5	10	8	14	12	15	13	5
40	10	7	14	10	19	15	20	17	7
50	13	9	17	13	23	19	25	21	9
60	15	10	20	15	28	23	30	25	10
70	18	12	24	18	33	27	35	30	12
80	20	14	27	20	37	30	40	34	14
90	23	15	30	23	42	34	45	38	15
100	25	17	34	25	46	38	50	42	17

Section C

Physical Inventory

Overview

Purpose

The objectives of a physical inventory are to:

- ensure on-hand quantities match stock record entries
 - identify stock deficiencies
 - ensure material is correctly identified, properly stored, and in good condition
 - update location and other management data
 - identify items that need to be repaired, replaced, or acquired.
-

In this section

The following topics explain the requirements and procedures for conducting a physical inventory:

Topic	See Page
Physical Inventory Requirements	5-C-2
Physical Inventory Procedures	5-C-7
Inventory Reporting Requirements	5-C-10
Reconciliation Requirements	5-C-15
Reporting of Discrepant OM&S	5-C-17

Physical Inventory Requirements

Policy

Physical inventories of Operating Material and Supplies (OM&S) stocks (locally funded items) and Inventory (Revolving Supply Fund Account) including reconciliation and reporting requirements, shall be conducted as directed in this section.

Responsibilities

G-S is responsible for the issuance, oversight and analysis of policy and procedures for conducting and reporting physical inventories.

G-CFM is responsible for oversight, analysis, and established financial management standards for OM&S stocks and Inventory.

G-CFS establishes/designates/certifies systems for financial tracking of OM&S stocks and Inventory.

Area, District, MLC Commanders and HQ Program Managers are responsible for ensuring physical inventories are scheduled, conducted, reconciled and reported in accordance with the procedures set forth in this section.

Types of physical inventories

Types of physical inventories are:

- Bulkhead-to-Bulkhead/Wall-to-Wall/Area: a complete physical count of all stock materials within a unit or a specific storeroom or other storage area.
 - Locator/Specific Commodity: a physical count of all items comprising a generic segment of materiel. (e.g., same COG, same FSC, all small boat spares)
 - Special Materiel: a physical count of all items which, because of their physical characteristics, cost, mission essentiality, criticality or other reasons are designated for separate identification and control. (e.g., HAZMATS, MAMs)
 - Cycle Count: Count of a portion of the inventory at designated times.
-

Continued on next page

Physical Inventory Requirements, Continued

Types of physical inventories (continued)

- Spot: an unscheduled physical count of any item or location.
- Velocity: a physical count of frequently demanded items.
- Location Survey: a physical count of locations in an area or storeroom. Ensure locations are marked correctly and items are properly identified.

Scheduled inventory requirements

The following scheduled inventory requirements are considered minimal for effective inventory control.

Items that can be included in more than one category will be inventoried using the criteria requiring more frequent inventories.

Materiel to be Inventoried	Frequency
All OM&S with a unit price \geq \$1,000	<ul style="list-style-type: none"> • Conduct in 4th quarter
Allowance, SIM and Non-SIM materiel (combined)	<ul style="list-style-type: none"> • Semi-annual random sample count IAW inventory tables 1 and 2 on page 5-C-5
<u>Special Materiel</u> :	<u>Classified</u> : <ul style="list-style-type: none"> • Annually • Upon custodial change <u>Hazardous</u> : <ul style="list-style-type: none"> • Annually <u>Shelf Life</u> : <ul style="list-style-type: none"> • As required to ensure timely use

Continued on next page

Physical Inventory Requirements, Continued

Semi-Annual Sample Count

Unit CO/OINC shall ensure [semi-annual sample counts](#) are conducted to verify inventory accuracy. For a [semi-annual sample count](#), the following information amplifies the physical inventory requirements:

- [Every six months](#) a random sample (see [tables 1 and 2 on page 5-C-5 and 5-C-7](#)) of OM&S line items shall be checked to determine the accuracy of the quantity, location and unit price. Those items with no cost assigned at time of inventory shall be researched for a verifiable unit price. Discrepancies shall be documented using procedures established on pages 5-C-7 through 5-C-9 for each item of the random sample. Each of the following cases are examples of a discrepancy:
 1. An item has an incorrect quantity on hand without documentation to back up the differences between what is on hand and what is recorded in the system.
 2. An item could not be found in the correct location.
 3. An item held in the wrong location and recorded in the system.
 4. An item found in a location and not [recorded](#) in the system

If any discrepancies are recorded against an item, then one error is recorded. For example, if a widget does not have the correct quantity recorded, but the other attributes are correct, one error is recorded. If a widget has an incorrect quantity recorded and an undocumented unit price, then one error is counted. Only errors are counted and applied to the accuracy standard defined below. [However, if multiple errors occur against a single item, note the inventory record to facilitate investigation for possible internal procedure problems.](#)

To further define a “Random Sample” the American National Standards Institute/American Society for Quality Control (ANSI/ASQC) standard Z1.4-1993 shall be used as a statistically sound guideline. The standard sample size required for a 90 percent confidence level is listed by the total of inventory line items. Sample size is defined as the number of line items to be checked. Units shall use the appropriate sample size based on the total number of [stocked](#) line items recorded in the unit’s CMplus/SCAMP software. The implementation of this standard and the generation of a list of items to audit are included in the functionality of CMplus.

Continued on next page

Physical Inventory Requirements, Continued

Semi-Annual Sample Count (continued)

- The semi-annual sample count conducted towards the end of the 2nd quarter is for all OM&S items regardless of value.
- The annual capitalized inventory conducted in the 4th quarter on all items greater than or equal to \$1000 meets the semi-annual sample count requirement provided the following condition is met. The number of line items checked in the end of the fiscal year count must be equal to or greater than the unit's required sample size for semi-annual sample counts. Examples: If the number of stocked inventory line items is 1201 to 3200 and only 120 line items have been sampled, then add an additional 5 line items to the semi-annual sample count. If 130 line items have been sampled, then the quantity required is met.

Sample Size (Table #1)

Inventory Line Items	Sample Size	Errors allowed
1 to 150	20	0
151 to 280	32	1
281 to 500	50	2
501 to 1200	80	3
1201 to 3200	125	7
3201 to 10000	200	14
10001 to 35000	315	21

Unscheduled Physical Inventories

The following unscheduled physical inventories can be conducted anytime during the year to ensure inventory accuracy or identify discrepancies.

Types of Inventory	Frequency
Bulkhead-to-Bulkhead or Wall-to-Wall or Area	<ul style="list-style-type: none">• Anytime a storeroom or stock point inventory accuracy is less than the minimum 90% accuracy.• As directed by the Commanding Officer/OINC or higher authority.

Continued on next page

Physical Inventory Requirements, Continued

Unscheduled Physical Inventories
(continued)

Types of Inventory	Frequency
Spot	<ul style="list-style-type: none"> When there is a discrepancy between on-hand quantities, location, condition code and/or stock records. As directed by compliance teams, Inventory Control Point, Inventory Manager, or by the Commanding Officer/OINC.

Certifying Semi-Annual Sample Count

The semi-annual physical inventory sample counts must be completed by the ending dates listed in table #2. The supply officer **or designated individual** shall certify the results of the physical inventory count, include a pass/fail grade, the number of line items checked, number of errors (resolved and unresolved) **and errors classified (e.g. receipt errors, location errors, quantity errors, etc.)** on the inventory report. Prepare a certification letter with inventory report for CO/OINC signature. The CO/OINC shall approve the results within the timeframe established in table #2. The certification letter and report will be retained in the unit's files for three years as an **official record document** and the basis by which a unit can request assistance for a wall-to-wall inventory, if required. Report of Survey, inventory report or adjustment form shall be prepared and forwarded to the cognizant approving authority (see page 18).

Inventory (Table #2)

Sample Count	Ending Date	Approve Results
#1	31 March	1 February to 31 March
#2	30 September	1 August to 30 September

Physical Inventory Procedures

Procedure

The following steps shall be taken to ensure an accurate physical count of materiel and comparison of on-hand materiel to stock records.

Any discrepancies discovered will be reconciled within 30 days.

Step	Action
1	Prior to the count, post all receipts and issues (expenditure) documents pertinent to the materiel to be inventoried. Ensure unit price is on stock record.
2	<p>Pre-inventory plan - Prior to the count, inspect and arrange materiel to be inventoried so that:</p> <ul style="list-style-type: none">• Items are placed in NIIN order within storage location when possible.• loose units of small items are packaged in standard lot size• all items are clearly identifiable with barcoded information• identifying information is visible• uniform items are stacked in rows and tiers to expedite counting• containers with broken seals but full quantities have contents reverified and resealed• ensure locations are marked properly• locations that do not store OM&S are to be marked, "Do not count as OM&S". Example: excess property
3	<p>Inventory teams count sheets must include the following:</p> <ul style="list-style-type: none">• complete NSN, ACN or part number and CAGE code• item nomenclature• unit of issue• all storage locations for each item• remarks section for additional notes <p>Note: Do not list the quantity on the count sheet.</p>

Continued on next page

Physical Inventory Procedures, Continued

Procedure, (continued)

4	Arrange count sheets so all locations are covered during the count.
5	Ensure each item is identified on the barcode label by NSN, ACN, or Part Number and CAGE code, item nomenclature, and unit of issue
6	Inspect each item for materiel condition.
7	Record the NSN, ACN, or Part Number and CAGE code, quantity, and location of all not ready for issue materiel.
8	Carefully count, measure or weigh each item.
9	Record the quantity using count sheets, or barcode equipment.
10	Ensure quantities and units of issue are compatible (e.g. if U/I is pair (pr) record 50 (pr) not 100 each).
11	Actual count sheet locations are verified or entered on count sheets or in the barcode equipment.
12	Review count sheets to ensure all scheduled items have been inventoried.
13	Compare count sheets against stock records item by item.
14	Note any differences in data on the count sheet.
15	<p>Post date to record (CMplus/SCAMP) items that are in balance (same quantity and location in stock and on record).</p> <p>Create the following reports for items that are in error or out-of-balance (i.e. different quantity and/or location in stock and on record) create:</p> <ul style="list-style-type: none">• CMplus Physical Inventory Report (see example on page 5-C-11).• SCAMP Gain/Loss Inventory Discrepancy Report (see example on page 5-C-12).• All other records shall use an Adjustment form (CG-3114) (see page 5-C-13) or printout of discrepant items with the same information as an adjustment form.

Continued on next page

Physical Inventory Procedures, Continued

Procedure, (continued)

15	Note: In the remarks for each item the research and results of research completed. See table on page 5-C-16 for minimum research requirements and reporting of discrepant items on page 5-C-17.
16	Keep a count sheet with approval/review signature of CO/OINC on file for three years.
17	Update stock records as described in later section.
18	Procedures for inventory with Barcode equipment shall be followed per the Barcode/CMplus User Guide.

Warning

The following precautions should be taken during the physical count:

- The supply officer or designated supply petty officer must approve breaking of any preservation packaging.
- Special caution shall be taken for materiel sealed in electrostatic packaging.
- Taking, updating, and recording inventories shall be conducted per the CMplus and Barcode Users Manuals for units with barcoding equipment and CMplus procedures.

Continued on next page

Inventory Reporting Requirements

Inventory Reporting Requirements to Fleet Logistic Systems (FLS)

All CMplus/SCAMP equipped units shall execute a data extraction each fiscal quarter to the designated central system (e.g. FLS at OSC Martinsburg). A data extraction is defined as the execution of the extraction routine in the CMplus/SCAMP software that creates a compressed data file. The file contains (at a minimum) all the inventory data recorded by the unit as of the date the extraction routine was executed. The file created shall be submitted via electronic mail as close to the end of each fiscal quarter as possible. The following are the defined reporting windows for an electronic mail submission to be considered on-time:

Note: In the Utilities module of CMplus under “special export utilities” select TAV (formerly mini-TAV) to execute the data extraction routine.

Fiscal Quarter	Ending Date	Window to Report
1	31 December	1 December to 31 January
2	31 March	1 March to 30 April
3	30 June	1 June to 31 July
4	30 September	30 September to 15 October

Reports that are not received or are outside the window are considered delinquent. The window for the 4th quarter is shorter due to the close out of the fiscal year. The 4th quarter submission shall match the certified results reported for the fiscal year end inventory (30 September) of OM&S with a unit price greater than or equal to \$1000.

Continued on next page

Inventory Reporting Requirements, Continued

Documentation

Physical inventory documentation (i.e., certified physical inventory report, CMplus physical inventory report, SCAMP gain/loss discrepancy report, adjustment form (CG-3114), count sheets, report of surveys (CG-5269), etc.) shall be maintained for three years by the unit from date of action.

Sample of CMplus Physical Inventory Report

The CMplus Physical Inventory Report can be used instead of an adjustment form to document inventory and/or price changes. Listed automatically on the report are items on file, items reconciled, exception items and total exception adjustments. Manually type or print total inventory losses on the report as shown on the following sample.

Physical Inventory Report								Page 1
All Items on File as of 12/16/98								TOTAL
Location	NIIN	Count	Discr	Type	Unit Price	Adj Amt	Remarks	INV LOSS
CA3	001451148	2			11.34			
CA3	001522996	12	1	D	0.93	0.93	Inv Loss	.93
CA3	002244828	13			0.83			
CA3	003996297	2			2.01			
CA3	004415138	6			5.06			
CA3	005190727	1			8.50			
CA3	006431310	2	1	C	18.64	18.64	Inv Gain	
CA3	008087909	1			8.58			
CA3	008664143	2			3.49			
CA3	008925248	2	1	D	11.14	11.14	Inv Loss	11.14
CA3	010155134	4			21.21			
CA3	012332334	4			41.00			
CA3	012394218	2			43.55			
Items on file:					13	TOTAL INV LOSS		\$12.07
Items Reconciled:					13			
Exception Items:					3			
Total Exception Adjustments:					\$6.57			

Continued on next page

The following SCAMP Gain/Loss Inventory Discrepancy Reports can be used instead of an adjustment form to document inventory and/or price changes.

5-C-12

Continued on next page

Inventory Reporting Requirements, Continued

Sample of Adjustment Form (CG-3114)

- An Adjustment Form (CG-3114) is used for documenting physical inventory of OM&S stock and/or price change. Following is a sample of an adjustment form.

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-3114 (Rev. 3-87)		ADJUSTMENT FORM	
STOCK NUMBER, GROUP OR CLASS		STORES ACCOUNT	ADJUSTMENT NUMBER
TYPE ADJUSTMENT <input type="checkbox"/> PRICE <input type="checkbox"/> INVENTORY <input type="checkbox"/> GROUP OR CLASS LEDGER		RECEIPT DOCUMENT NUMBER	
ITEM	QUANTITY	UNIT PRICE	VALUE
ON STOCK RECORD			
RECEIVED			
ON HAND AND RECEIVED			
NEW UNIT PRICE			
PREVIOUS GROUP OR CLASS VALUE			
CURRENT GROUP OR CLASS VALUE			
ADJUSTMENT <input type="checkbox"/> GAIN <input type="checkbox"/> LOSS			
REASONS FOR ADJUSTMENT			
SIGNATURE			
DATE			

PREVIOUS EDITION MAY BE USED

Continued on next page


Inventory Reporting Requirements, Continued

Example of completed Adjustment Form (CG-3114)

The following information must be typed or written on the adjustment form.

Example follows:

- Stock number/or cage and part number
- Stores Account type "OM&S"
- Adjustment number
- Type adjustment with "X" price, inventory, group or class
- Fill in quantity, unit price and value for on stock record field.
- If applicable, fill in quantity, unit price and value for received; on hand and received; and new unit price fields.
- Fill in adjustment gain or loss, quantity, unit price and value fields
- Explain adjustment in the reason for adjustment field
- Signature and date.

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-3114 (Rev. 3-67)		ADJUSTMENT FORM	
STOCK NUMBER, GROUP OR CLASS 5330-00-123-4567		STORES ACCOUNT OM&S	ADJUSTMENT NUMBER 0001-99
TYPE ADJUSTMENT <input type="checkbox"/> PRICE <input checked="" type="checkbox"/> INVENTORY <input type="checkbox"/> GROUP OR CLASS LEDGER		RECEIPT DOCUMENT NUMBER	
ITEM	QUANTITY	UNIT PRICE	VALUE
ON STOCK RECORD	200	10.00	2000.00
RECEIVED			
ON HAND AND RECEIVED	190		1900.00
NEW UNIT PRICE			
PREVIOUS GROUP OR CLASS VALUE			
CURRENT GROUP OR CLASS VALUE			
ADJUSTMENT <input type="checkbox"/> GAIN <input checked="" type="checkbox"/> LOSS	10	10.00	100.00
REASONS FOR ADJUSTMENT LOSS OF "A" CONDITION OM&S DURING PHYSICAL INVENTORY DTD 09/29/98.			
SIGNATURE  B. D. LIGHTMAN		DATE 10/01/98	

PREVIOUS EDITION MAY BE USED

Reconciliation Requirements

Research, Physical Inventory

An investigation of potential or actual discrepancies between physical count and recorded balances must be conducted. The purpose of research is to determine the correct balance and determine the cause of discrepancies.

Types of Research

There are three types of research.

- **Post count validation.** A comparison of physical count with recorded balances and consideration of transactions that have occurred recently, but have not been posted to the records. Conduct another physical count of discrepant items. The purpose of post count validation is to determine the validity of the count. Post count validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken.
- **Pre-adjustment research.** A review of potential discrepancies, which involves consideration of recent transactions, receipt/issue documentation and verification of catalog (FEDLOG) data. The purpose of pre-adjustment research is to determine the correct balance. Pre-adjustment research ends when the balance has been verified or the adjustment quantity determined.
- **Causative Research.** An investigation of discrepancies (i.e. gains/losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and un-posted or rejected documentation occurring since the last completed inventory. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible. If no conclusive findings occur, note in the stock record folder that causative research had been accomplished.

Continued on next page

Reconciliation Requirements, Continued

Minimum Research Requirements

The following minimum research requirements are for determining the amount of research required for physical inventory adjustments for lost, damaged or destroyed OM&S.

Condition of Discrepancy		Required Research	
Total Dollar Value	Post Count Validation	Pre-adjustment Research	Causative Research
<\$100	Yes	No	No
≥\$100 but <\$1000	Yes	Yes	No
≥\$1000 or pilferable/ classified/sensitive.	Yes	Yes	Yes

Note: At the command's discretion, any item can be researched to determine the cause for discrepancy.

Reporting of Discrepant OM&S

Reporting Requirements

The following minimum reporting requirements are for total number of OM&S items loss, damaged or destroyed with total dollar values are as follows.

Total Dollar Value	Report	Approving Authority
<\$5,000	Adjustment Forms (CG-3114) or SCAMP Gain/Loss Discrepancy Report, or CMplus Physical Inventory Report	Unit CO/OINC or designated authority at unit
≥\$5,000 but <\$10,000	Report of Survey with above adjustment forms or SCAMP/CMplus Inventory Report	Unit CO/OINC
≥\$10,000 but <\$100,000	Same as above	Unit forward to designated ISC (for MLCPAC units only), MLCLANT (flp) or CO HQ units.
≥\$100,000	Same as above	COMDT (G-CFM), copy to COMDT (G-SLP)

Board of Survey

Conduct a Board of Survey in accordance with the Property Management Manual (COMDTINST M4500.5 (series)).

Continued on next page

Reporting of Discrepant OM&S, Continued

Preparation of Report of Survey (CG-5269)

Prepare Report of Survey as follows (example on page 5-C-20):

Block	Action
Date	Enter the date when the CG-5269 was prepared.
Number	Supply officer or designated individual in charge of supply assigns a four digit serial number suffixed by the last two digits of the fiscal year, e.g. 0001-98.
Activity	The name of the activity where the Board of Survey is convened.
Originator	Supply officer or designated individual in charge of supply.
Item(s)	Number items on attached CG-3114, SCAMP Discrepancy Report, or CMplus Physical Inventory Report.
Condition Code	Note on survey any condition other than “A” or CG-3114/CMplus/SCAMP inventory report attached.
Quantity, Unit Price and Total Value	List on CG-3114, CMplus, or SCAMP inventory report form attached.
Reason for Survey	Example, “Item is Lost or Missing” or “Damaged or Destroyed”.
Accounting Classification	Insert ATU, Cost Center, OPFAC and use Operating Material and Supplies (OM&S) in Owner Code.
Action by Commanding Officer or Delegate	See Property Management Manual, Chapter 7 for “Survey To Be Made By” and “Signature Block”.
Survey Report and Recommendation	Include the cause (if known), recommendations and corrective action.
Review of Survey Report	See table on page 5-C-13 for approving authority. If disapproved, note on report what corrective action is to be taken.

Continued on next page

Reporting of Discrepant OM&S, Continued

Distribution of Report of Survey

If final approval authority is	Then
Unit	Retain original Report of Survey in units supply files.
ISC	Unit will forward original and one copy to ISC. ISC to return original of approved/disapproved report of survey to unit.
COMDT (G-CFM)	Unit will forward original and two copies to COMDT (G-CFM), one copy to COMDT (G-SLP), and one copy to ISC. COMDT (G-CFM) to return original of approved/disapproved report of survey to unit and copy to ISC.

Unit will retain approved report of surveys for three years.

Continued on next page

Reporting of Discrepant OM&S, Continued

Example of a blank
Report of Survey
Form (CG-5269)

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5269 (Rev. 8-90)		REPORT OF SURVEY				DATE NUMBER
ACTIVITY			ORIGINATOR (Signature and Title)			
REQUEST FOR SURVEY						
ITEM	STOCK NUMBER AND DESCRIPTION		CONDITION CODE	QUANTITY	UNIT PRICE	TOTAL VALUE
REASON FOR SURVEY			ATU	ACCOUNTING CLASSIFICATION COST CENTER OFFAC		OWNER CODE
ACTION BY COMMANDING OFFICER OR DELEGATE			DATE			
SURVEY TO BE MADE BY:			SIGNATURE (C.O. or delegate)		DATE	
1. _____						
2. _____						
3. _____						
SURVEY REPORT AND RECOMMENDATION						
ITEM(S) SURVEYED IN ACCORDANCE WITH COAST GUARD REGULATION BY: (Signatures) (Board Members)						
(1)		(2)		(3)		
REVIEW OF SURVEY REPORT						
<input type="checkbox"/> APPROVED		SIGNATURE (C.O. or delegate)		DATE		
<input type="checkbox"/> DISAPPROVED						
DISTRICT/MLC APPROVED/DISAPPROVED		DATE		FINAL APPROVING AUTHORITY		
				<input type="checkbox"/> UNIT <input type="checkbox"/> DISTRICT <input type="checkbox"/> COMDT <input type="checkbox"/> OTHER <input type="checkbox"/> MLC		
				COMMANDANT APPROVED/DISAPPROVED		DATE
SPECIFIC DISPOSAL ACTION TAKEN				SIGNATURE RANK AND TITLE		DATE
PREVIOUS EDITION IS OBSOLETE						

Continued on next page

Reporting of Discrepant OM&S, Continued

Example of a filled
out Report of Survey
Form (CG-5269)

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5269 (Rev. 6-90)		REPORT OF SURVEY				DATE 10/05/98
ACTIVITY USCGC NEVERHOME (WMEC-999)		ORIGINATOR (Signature and Title) JOHN D. SMITH, CW02, USCG SUPPLY OFFICER				NUMBER 0001-99
REQUEST FOR SURVEY						
ITEM	STOCK NUMBER AND DESCRIPTION	CONDITION CODE	QUANTITY	UNIT PRICE	TOTAL VALUE	
1.	SEE ATTACHED: NOTE: ATTACHMENT MAY CONSIST OF A CMLUS "PHYSICAL INVENTORY REPORT", SCAMP "LOSS INVENTORY DISCREPANCY REPORT" OR ADJUSTMENT FORM (CG-3114). REPORT ONLY LOSSES, DAMAGED OR DESTROYED OM&S. DO NOT REPORT ANY GAINS, OR NET LOSS (LOSSES MINUS GAINS).		1 LOT	\$5,100.00	\$5,100.00	
REASON FOR SURVEY OM&S ITEMS MISSING DURING PHYSICAL INVENTORY COUNT		ATL 21	ACCOUNTING CLASSIFICATION COST CENTER OFFICER 12345		OWNER CODE OM&S	
ACTION BY COMMANDING OFFICER OR DELEGATE						
SURVEY TO BE MADE BY: 1. ENS R. U. NUTTS, USCG 2. 3.			SIGNATURE (C.O. or delegate) JANE DOE, CDR, USCG X.O.		DATE 10/09/98	
SURVEY REPORT AND RECOMMENDATION						
REPORT TO INCLUDE: INCLUDE THE CAUSE, IF KNOWN, RECOMMENDATIONS, AND ANY NECESSARY CORRECTIVE ACTIONS. REVIEW SUPPLY PROCEDURES AND ENSURE INTERNAL CONTROLS ARE IN PLACE. REPORT FINDINGS.						
ITEM(S) SURVEYED IN ACCORDANCE WITH COAST GUARD REGULATION BY: (Signature(s)) (Board Members)						
(1) R. U. NUTTS, ENS, USCG	(2)	(3)				
REVIEW OF SURVEY REPORT						
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE (C.O. or delegate) I. M. RIGHT, CAPT, USCG COMMANDING OFFICER		DATE 10/16/98		FINAL APPROVING AUTHORITY <input type="checkbox"/> UNIT <input type="checkbox"/> DISTRICT <input type="checkbox"/> COMDT <input type="checkbox"/> OTHER <input type="checkbox"/> MLC	
DISTRICT/MLC APPROVED/DISAPPROVED		DATE		COMMANDANT APPROVED/DISAPPROVED		DATE
SPECIFIC DISPOSAL ACTION TAKEN			SIGNATURE RANK AND TITLE		DATE	

Section G

Transportation

Overview

Purpose	This section provides policies and procedures applicable to the transportation of materiel from field units to source of supply (e.g., ELC/ARSC, DoD and GSA, or between Coast Guard units).
Policy	Transportation of materiel shall be in accordance with the Transportation Manual, COMDTINST M4610.5 (series).
Transportation and handling costs	Transportation and handling costs, including packing and crating, incurred in the return of materiel to ELC/ARSC, DoD and GSA will be funded by the Coast Guard.
Packing and transportation costs	<p>Shipment of ELC or ARSC controlled material will be accomplished by the most economical mode consistent with the requisitioner's urgency of need. The ELC or ARSC will determine the transportation mode except in the following cases:</p> <ul style="list-style-type: none">• Materiel at Navy Stock Points - The shipment mode is determined in accordance with the "Interdepartmental Agreement between the Naval Supply Systems Command and the USCG on Coast Guard Stock Points - Navy Managed."• Materiel at Supporting Coast Guard Stock Point Facilities - The shipment made is determined by a local Transportation Officer (TO) in accordance the Freight Transportation Manual, COMDTINST M4610.5 (series).

Continued on next page

Transportation, Continued

Determining Funding Obligations

The method for determining funding obligations is as follows:

If Transportation costs are associated with	Then...
Routine Shipments	ELC or ARSC will fund
Issue priorities 01 thru 08 with "999," "777" RDD designations, or requisitioner's RDD (Julian date)	Requisitioner will fund shipment of material provided by ELC ARSC will fund shipment of material provided by ARSC

Transportation officer

Commanding Officer shall appoint a fully qualified person to serve as the Transportation Officer (TO), in accordance with COMDTINST M4610.5 (series

TIME STANDARD CALENDAR DAYS FOR UMMIPS PRIORITY DESIGNATORS (1)

EXPEDITE

ROUTINE

Time Segment	TP-1 PD 01 - 08 RDD OF 999, N, E					TP-2 PD 01-08 (01-15 for 444) RDD OF 444, 555, 777					TP-3 PD 01-15 Blank RDD				
A. Requisition Submission	1					1					2				
B. Passing Action	0.5					1					1				
C. ICP Availability Determination (Note 5)	1					1					1 (Note 3)				
D. Depot Storage Site or Base Processing and Packaging (Note 5)	1					1					5				
E. Transportation Hold and CONUS In-Transit	1					4					10 (Note 4)				
Area (Note 2)	CO N	1	2	3	4	CON	1	2	3	4	CON	1	2	3	4
F. POE and/or CCP Processing and In-	N/ A		1	1		N/A	1	1	1	3	N/A	10	10	10	

Transit to Carrier															
G. In-Transit Overseas	N/A	1	1	2	3	N/A	1	1	2	3	N/A	10	15	25	30
H. POD Processing	N/A	1	1	1	1	N/A	1	1	1	2	N/A	3	3	3	5
I. Intra-theater In-Transit	N/A	1	1	1	3	N/A	1	1	1	1	N/A	5	5	5	5
J. Receipt Takeup by Requisitioner	0.5	0.5	0.5	0.5	0.5	1	1	1	1	1	3	3	3	3	3
K. Total Order-Ship	5	9	9	10	13	9	13	13	14	18	22	50	55	65	83

Continued on next page

Transportation, Continued

NA Not Applicable

RDD:

999 Indicates expedited handling required for Not-Mission-Capable Supply (NMCS)

N ____ Indicates expedited handling due to NMCS requirement CONUS customer

E ____ Indicates expedited handling due to anticipated NMCS requirement CONUS customer

555 Indicates exception to mass requisition cancellations, expedited handling required.

777 Indicates expedited transportation required for other than the above reasons.

444 Indicates handling service for customers collocated with the storage activity or for locally negotiated arrangements

--Specific date indicates handling to meet the date of delivery

--Bland RDD indicates routine handling

NOTES

1. Pipeline standards for materiel delivery exclude weekends and holidays except for segments D and E for requirements with RDDs 999, N____, or E____. Storage activities and transportation managers

may combine the times for segments D and E as long as the combined time is not exceeded. The pipeline time standards are service level targets; they shall be met or improved upon whenever physically and economically feasible. Individual segment standards should not be considered inviolate when subsequent savings in time and improved service can be achieved.

2. Areas:
 - a. To Alaska, Hawaii, Guam, Caribbean, or Central America.
 - b. To United Kingdom and northern Europe.
 - c. To Japan, Okinawa, Korea, and western Mediterranean.
 - d. Hard lift area--all other destinations not included in 1-3 (e.g., South America, eastern Mediterranean, North Atlantic, Africa, Diego Garcia, etc.) as determined by USTRANSCOM. Current information on air and surface hard lift areas is available from the Soviet clearance authorities
3. For manually submitted requisitions or those requiring manual review, one day for Priority Designations (PDs) 01-08 and three days for PDs 09-15.
4. Combine segments E and F as a single segment when a SEAVAN is loaded at source or when cargo is moved breakbulk to the POD.
5. Measurement of intra/inter-Service lateral support or redistribution begins a segment C or segment D (installation level).
6. See DOD 4140.1, Appendix 8.

Transportation, Continued

Shipment procedures Mode of shipment, level of transportation service and carrier selection are done in accordance with COMDTINST M4610.5 and are the responsibility of local Transportation Officers or Transportation Agents

For shipments of arms, ammunition, sensitive, classified, cryptographic, or shipment moving between CONUS and OCONUS in the DTS, mode of shipment, level of transportation service, documentation, and carrier selection are done in accordance with Defense Transportation Regulation (DTR) 45900.9R, Part II, Cargo Movement

Defense Transportation

The portion of the worldwide transportation infrastructure which supports Department of Defense transportation needs in peace and war. DTS

System (DTS)

consists of those military and commercial assets, services, and systems organic to, contracted for, or controlled by the Department of Defense, except for those which are Service-unique or theater-assigned. When shipping material via the DTS, a Transportation Control of Movement Document is required in accordance with DTR 4500.9R, Part II.

Section K

Expending Materiel From Records

Overview

Purpose

This section provides the policy and procedures for expending materiel from a unit inventory records due to sale, issues, transfers, surveys etc.

In this section

This section covers the following topics:

Topic	See Page
Types of Expenditures	5-K-2
Policy and Procedures for Expending Sale of Materiel From Records	5-K-3
Sales to Other Government Agencies (OGA)	5-K-5
Sales to Other Government Agencies (OGA) , Public and Commercial , -Aviation Fuels, Lubricants, Services and Storage	5-K-6
Sales to Other Government Agencies (OGA) , Public and Commercial Vessels and Other Watercraft	5-K-8
Distress Services to Vessels	5-K-11
Aids to Navigation Support	5-K-12

Types of Expenditures

Types of expenditures

The following table is a list of definitions to distinguish the types of transactions for accounting and record [purposes](#) for issues, transfers and surveys:

Type	Definition
Issues	An issue is the physical turning over of materiel by the supply department (either immediately upon receipt, direct turnover or DTO, or as requested from Supply Department stocks) to the using department. The term "issues" shall not be used interchangeably with the term "transfers". When items are issued from the stock, they are expended from the records and may be reordered. Automated procedures for expending materiel from unit inventory records shall be followed per the appropriate system user manual.
Transfers	A transfer is the movement (including turn-in) of materiel from the custody and records of a unit to the custody and records of another unit.
Surveys	A survey is the procedure required when Coast Guard materiel must be: <ul style="list-style-type: none">• condemned as a result of damage, obsolescence or deterioration.• appraised as a result of loss of utility, acknowledged as nonexistent, as a result of loss or theft, necessitating the removal of the accountable materiel from the records of the holding activity.

Policy and Procedures for Expending Sale of Materiel From Records

Policy

The expenditure of materials from unit records shall be documented based on the type of expenditure. Additional requirements for transfers and survey of materiel are found in the Property Management Manual, (COMDTINST M4500.5 (series)) and shall be consulted when not specifically covered in the instructions in this manual

Procedures

The following is a list of procedures for the above types of expenditures:

Topic	Procedure
Issue of inventory materials	The expenditure from unit records shall be documented based on the type of records maintained. Manual inventory record procedures shall only be used when automated inventory systems are not available.
Surveys	Surveys shall be conducted per the procedures outlined in of the Property Management Manual, (COMDTINST M4500.5 (series)).
Transfers	Transfer of all materials shall be documented on Form DD-1348-1A, or DD-1149 or SF-122.

An expenditure document number shall be assigned to each document per the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the DoDAAC, a four-digit julian date and a four-digit serial number. Example: Z11401-4123-9500.

When the volume of expenditure documents or the location and size of the physical facilities warrant, the supply department, unless otherwise directed (i.e., CMplus units), is authorized to divide the serial numbers into separate blocks of numbers to assign to categories, such as ordnance, electronics, food and all other expenditures. Expenditure documents numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement Mandatory Turn-In Repairable (MTR) items.

Note: CMplus units cannot divide serial numbers into block as each MILSTRIP number is sequentially assigned.

Continued on next page

Policy and Procedures for Expending Sale of Materiel From Records, [Continued](#)

Expenditure log

The expenditure log is used to control expenditure document assignments and provide a record of all expenditures. The expenditure record will be divided into two segments as described below:

If the expenditure is...	then the following procedures are...
Routine	Record log will be maintained for recording all transfers and surveys. If the unit assigns blocks of serial numbers, the segment will be subdivided to include a separate section for each materiel category. The serial numbers in each section will run consecutively throughout the fiscal year.
MTR/DLR Item	Document numbers in this section will duplicate the document numbers and National Stock Numbers assigned to replacement requisitions. The following information will be recorded in this section of the Expenditure Record Log: <ul style="list-style-type: none">• Expenditure document number• Department for which expended• Materiel identification, including National Stock Number or part number and serial Number• Remarks• Disposition

Expenditure document files

This section covers requirements for Expenditure document files. The files shall contain the original (or copy when the original is required elsewhere) of each expenditure document prepared by the unit Supply Department. Internal issue documents will not be included in the expenditure files. Expenditure documents will be filed by expenditure document number. However, expenditure documents for MTR items will be placed on the opposite side of the other expenditure documents. The files shall be maintained on a Fiscal Year Basis.

Sales to Other Government Agencies (OGA)

Policy

Legislation under 31 U.S.C. 1535, 1536 and 1537 authorized the Coast Guard to sell materials and services to [Other Government Agencies \(OGA\)](#) customers, upon request. [OGA](#) customers are defined as other federal government agencies or units, and the D.C. government. The Commandant delegates the above authority to Maintenance and Logistics Commands, District Commanders, Commanding Officers of Headquarters units, Commanding Officers and Officers-in-Charge of Coast Guard units as the occasion warrants.

Coast Guard peculiar items may be issued or sold only after the approval of the appropriate Coast Guard inventory manager. The inventory manager, if unknown, may be identified by the source of supply code ([SOS](#)) in FED LOG or by the individual Coast Guard inventory manager item management list. ([See appropriate SOS web site](#)).

Interservice Supply Support Agreements (ISSA)

[In most cases when a sale transaction takes place, an Interservice Supply Support Agreement \(ISSA\) has been previously negotiated between the Coast Guard and the agency requesting the material and/or service](#)

[There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.](#)

- Interservice Supply Support is defined as action by one agency or element thereof to provide logistic or administrative support to another agency or element. Among the military services, Interservice Supply Support represents a significant source of supply.
- While there are both formal and informal Interservice techniques, most are Interservice Supply Support Agreements (ISSA). An ISSA is an agreement for the exchange of materiel, [services](#), inventory control documentation and other management aids between a distribution system of one agency and a distribution system of another. See DoD 4000.19 (series), Defense Regional Interservice Support (DRIS) regulation.
- MLCs, District Commanders and Commanding Officers of Headquarters units are authorized to enter into local support agreements with any other government agency to obtain logistics support, when feasible and when tangible economies are assured, or to provide logistics support to CG units or other government agencies within existing capabilities and from available resources.

Sales to Other Government Agencies (OGA), Public and Commercial - Aviation Fuels, Lubricants, Services and Storage

Under certain circumstances, 49 U.S.C., 44502, provides for the sale to any aircraft of fuel, oil, equipment and supplies, mechanical service and temporary shelter.

- This authority shall be cited on all documentation showing the sale of the above listed items
- This applies only where the government has jurisdiction over the airport and no commercial facilities are co-located.
- Sales and services are authorized only when necessary, because of an emergency, to allow the aircraft to continue to nearest airport operated by private enterprise
- The government does not assume any responsibility for loss or damage resulting from storage or shelter of an aircraft while on Coast Guard property.
- There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of a limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

Procedures

The following procedures apply when processing request for aviation fuels, lubricants, services and storage

- Coast Guard aviation units with the proper supplies and facilities can furnish the fuel, lubricants, equipment, services and storage to an aircraft, during an emergency.
- Authority to be cited is 49 U.S.C. 44502.
- Temporary storage and shelter for damaged aircraft , to the extent that major repairs are required, may be given emergency storage and shelter in their damaged state at the pilot's request, providing the following exist:
- Proper facilities are available.
- Major or minor overhauls are not authorized; and

Continued on next page

Sales to Other Government Agencies (OGA), Public and Commercial - Aviation Fuels, Lubricants, Services and Storage, Continued

Procedures (continued)

- The aircraft requires extensive repairs and the owner of the aircraft cannot furnish appropriate repair parts within a reasonable length of time, the aircraft must be removed by the owner/operator from the Coast Guard facility without delay.
- All articles must be sold based on last acquisition price, or the prevailing local fair market value. Prevailing local fair market prices will be confirmed by checking with area vendors. Labor charges are (standard rates) provided in COMDTINST 7310.1 (series). Aircraft storage fees for aircraft stored in a Coast Guard facility will be based on fair market value for the locality.
- There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.
- Monies received **may** be credited to the appropriation from which the cost was paid. Monies collected will be deposited in accordance with the instructions contained in the Finance Center Standard Operating Procedures. (FINCENSTFINST M7000.1, Chapter 9)
- Billing requests can be forwarded to FINCEN in the following formats: email message, memorandum, fax, invoice, and credit card receipt. The following information shall be provided in the documentation: the complete name and address of the individual or activity to be billed, the total amount of the bill, a description of what the bill is for, the conditions under which it was necessary to make the sale, and the appropriate accounting line. For a reimbursable, include the reimbursable number. Any funding documents and/or commitments from the debtor must be included in the above documentation. Detailed instructions for filling a bill are found in the **“SALES TO OTHER GOVERNMENT AGENCIES, PUBLIC AND COMMERCIAL VESSELS AND OTHER WATERCRAFT”** in this section of the manual.
- The servicing activity must immediately forward billing requests to FINCEN for processing. Billing must occur within 5 days of receipt of goods or services.

Damage to the aircraft while on government property will require the owner to remove the aircraft at the earliest practicable date.

Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft

Policy

14 U.S.C., 654 and 14 U.S.C. 141, Chapter 7, provide for the sale of fuel and supplies, and services to Other Government Agencies, Public and Commercial Vessels and other Watercraft, if the vessel or watercraft is unable to:

- procure fuel, supplies, or services from other sources at its present location; and
- proceed to the nearest port where they may obtained the necessary material and/or services without endangering the safety of the ship, the health and comfort of its personnel, or the state of the property carried onboard.

This authority shall be cited on all documents showing the sale of the above listed items.

There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of a limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned and provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

Procedures

The following procedures apply to sales and services provided to Other Government Agencies, public and commercial vessels and other watercraft:

- Documentation shall be by letter of agreement or understanding. The MLC, District or Headquarters unit legal staff must approve such letters when possible.
- Whenever possible, payment shall be obtained at the time supplies and services are furnished.
- There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.
- The servicing activity must immediately forward billing requests to FINCEN for processing. Billing must occur within 5 days of receipt of goods or services.
- Documentation submitted to FINCEN shall be used as a billing document to cover sales of materiel or services to private parties, other than Government agencies, except where the sales are covered by a contract. Interservice Supply Support Agreement (ISSA) shall be established for OGA customers

Continued on next page

Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft, Continued

Procedures (continued)

Billing requests can be forwarded to FINCEN in the following formats: e-mail message, memorandum, fax, invoice, and credit card receipt. All documentation must be clearly labeled "Billing For Sale of Material and Services". As a minimum the following information shall be shown:

Step	Action
1	A document number assigned serially by fiscal year, preceded by the unit DoDAAC number.
2	Date of sale.
3	Description of materiel(s) and/or services furnished.
4	The quantity, unit price, and total price for materiel(s) and/or services.
5	Basis for the unit price.
6	Name and address of person or concern to which sold.
7	Name and signature of person receiving the supplies or services.
8	Coast Guard unit furnishing supplies or services, and name and signature of responsible Coast Guard person approving the sale.
9	Citation of authority for the sale.
10	The office to which payment must be made, (see FINCEN SOP, Chapter 9)
11	For a reimbursable, include the reimbursable number.
12	Any funding documents and/or commitments from the debtor must be included in the above documentation.
13	If the servicing activity receives a payment, all checks and money orders are to be made payable to the U.S. Coast Guard. All cash payments shall be converted to a money order or check, prior to submitting to the Lockbox.
14	If cash payment was not received at time of transaction, mark two copies of the invoice form or other documentation with: "Payment Not Received. <u>Bill mailed or delivered on (date)</u> ".
15	If cash is received, endorse all copies: "Payment Received", show date of receipt, and typed or printed name, title of person receiving payment and signature.

Continued on next page

Distress Services to Vessels

Policy

Distress services may include the furnishing of clothing, food, lodging, medicines, and other necessary supplies and services to parties aided by the Coast Guard. This is provided for in 14 U.S.C., Subpart 88.

Charges for sales of supplies and furnishing of services are considered appropriate when, for example, food, fuel, general stores or repairs to the vessel or its equipment are considered a necessity by the owner, master or crew and furnished based on their request. See also Subsistence Manual, (COMDTINST M4061.3 (series)).

Coast Guard units or vessels shall not procure and stock equipment and supplies, except as provided for in current directives or authorized by competent authority.

Operators of vessels or watercraft are not to be permitted to take advantage of the government by demanding free supplies or services.

Responsibilities

Charges will be made depending upon the circumstances involved in each case.

Procedures

When sales are made, units will follow the procedures provided under “**Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft**”. Monies received will be deposited in accordance with the instructions contained in the FINCENSTFINST M7000.1 (series).

Aids to Navigation Support

Policy

33 C.F.R. Subparts 74 and 76 provide for **charges for and** the sale of Aids to Navigation to other government agencies (OGAs) and private parties.

Sales of navigational equipment are authorized to foreign, state, or municipal governments or departments; therefore, parties required to maintain private aids to navigation, or contractors engaged in public works. Sales are authorized only when such equipment is not readily available in the open market.

Procedures

The following procedures apply for charges and collection of sales and services in support of Aids of Navigation:

- Compute charges for aids to navigation work performed by the Coast Guard, including replacement materials cost, in accordance with the Aids to Navigation Administration Manual, COMDTINST M16500.7 (series).
- Sales of navigation equipment will be invoiced at cost, plus 25 percent for overhead.
- When sales are made, units will follow the procedures provided under **“Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft”** section.
- Proceeds from such sales will be deposited in the Treasury to the credit of the current appropriation for operating expenses, Coast Guard.

Inter-Agency Cross-Servicing in Storage Activities

Introduction

Cross-servicing storage activities are encouraged to use storage services of other government agencies to avoid new construction, unnecessary transportation of supplies, materiel and equipment to distant storage points.

Types of services usually include use of space, handling, checking, storing and withdrawal of material; preservation and packaging; packing and marking, conducting inventory and special security.

Policy

The General Services Administration (GSA) has entered into an agreement with DoD and civil agencies for cross-servicing in storage activities.

Definite rates are prescribed except where contract operated or leased facilities are involved, in which case rates will be negotiated by the agencies.

The GSA agreement does not alter current Coast Guard agreements with the Army, Navy or Air Force involving storage and warehouse services.

Additional cross-servicing arrangement whereby Coast Guard obtains storage and warehousing services will be made under existing agreements with other military services in lieu of the GSA and DoD agreement.

The following units have been made a part of the GSA and DoD cross-servicing agreement on the basis that they may be able to provide storage and warehousing services:

Name	Location
Aircraft Repair and Supply Center (ARSC)	Elizabeth City, NC 27909-5001
Engineering Logistics Center (ELC)	2401 Hawkins Point Road Baltimore, MD 21226-5000
Integrated Support Commands (ISCs) Boston, Portsmouth and Alameda	Boston, MA Portsmouth, VA Alameda, CA

Continued on next page

Inter-Agency Cross-Servicing in Storage Activities, Continued

Procedure

Federal agencies which request storage and warehousing services under the GSA and DoD agreement from Coast Guard units should be advised to forward their request directly:

- Department of Transportation
Office of Installations and Logistics
Washington, DC 20590-0001

Section K

Expending Materiel From Records

Overview

Purpose

This section provides the policy and procedures for expending materiel from a unit inventory records due to sale, issues, transfers, surveys etc.

In this section

This section covers the following topics:

Topic	See Page
Types of Expenditures	5-K-2
Policy and Procedures for Expending Sale of Materiel From Records	5-K-3
Sales to Other Government Agencies (OGA)	5-K-5
Sales to Other Government Agencies (OGA) , Public and Commercial , -Aviation Fuels, Lubricants, Services and Storage	5-K-6
Sales to Other Government Agencies (OGA) , Public and Commercial Vessels and Other Watercraft	5-K-8
Distress Services to Vessels	5-K-11
Aids to Navigation Support	5-K-12

Types of Expenditures

Types of expenditures

The following table is a list of definitions to distinguish the types of transactions for accounting and record [purposes](#) for issues, transfers and surveys:

Type	Definition
Issues	An issue is the physical turning over of materiel by the supply department (either immediately upon receipt, direct turnover or DTO, or as requested from Supply Department stocks) to the using department. The term "issues" shall not be used interchangeably with the term "transfers". When items are issued from the stock, they are expended from the records and may be reordered. Automated procedures for expending materiel from unit inventory records shall be followed per the appropriate system user manual.
Transfers	A transfer is the movement (including turn-in) of materiel from the custody and records of a unit to the custody and records of another unit.
Surveys	A survey is the procedure required when Coast Guard materiel must be: <ul style="list-style-type: none">• condemned as a result of damage, obsolescence or deterioration.• appraised as a result of loss of utility, acknowledged as nonexistent, as a result of loss or theft, necessitating the removal of the accountable materiel from the records of the holding activity.

Policy and Procedures for Expending Sale of Materiel From Records

Policy

The expenditure of materials from unit records shall be documented based on the type of expenditure. Additional requirements for transfers and survey of materiel are found in the Property Management Manual, (COMDTINST M4500.5 (series)) and shall be consulted when not specifically covered in the instructions in this manual

Procedures

The following is a list of procedures for the above types of expenditures:

Topic	Procedure
Issue of inventory materials	The expenditure from unit records shall be documented based on the type of records maintained. Manual inventory record procedures shall only be used when automated inventory systems are not available.
Surveys	Surveys shall be conducted per the procedures outlined in of the Property Management Manual, (COMDTINST M4500.5 (series)).
Transfers	Transfer of all materials shall be documented on Form DD-1348-1A, or DD-1149 or SF-122.

An expenditure document number shall be assigned to each document per the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the DoDAAC, a four-digit julian date and a four-digit serial number. Example: Z11401-4123-9500.

When the volume of expenditure documents or the location and size of the physical facilities warrant, the supply department, unless otherwise directed (i.e., CMplus units), is authorized to divide the serial numbers into separate blocks of numbers to assign to categories, such as ordnance, electronics, food and all other expenditures. Expenditure documents numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement Mandatory Turn-In Repairable (MTR) items.

Note: CMplus units cannot divide serial numbers into block as each MILSTRIP number is sequentially assigned.

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Policy and Procedures for Expending Sale of Materiel From Records, [Continued](#)

Expenditure log

The expenditure log is used to control expenditure document assignments and provide a record of all expenditures. The expenditure record will be divided into two segments as described below:

If the expenditure is...	then the following procedures are...
Routine	Record log will be maintained for recording all transfers and surveys. If the unit assigns blocks of serial numbers, the segment will be subdivided to include a separate section for each materiel category. The serial numbers in each section will run consecutively throughout the fiscal year.
MTR/DLR Item	Document numbers in this section will duplicate the document numbers and National Stock Numbers assigned to replacement requisitions. The following information will be recorded in this section of the Expenditure Record Log: <ul style="list-style-type: none">• Expenditure document number• Department for which expended• Materiel identification, including National Stock Number or part number and serial Number• Remarks• Disposition

Expenditure document files

This section covers requirements for Expenditure document files. The files shall contain the original (or copy when the original is required elsewhere) of each expenditure document prepared by the unit Supply Department. Internal issue documents will not be included in the expenditure files. Expenditure documents will be filed by expenditure document number. However, expenditure documents for MTR items will be placed on the opposite side of the other expenditure documents. The files shall be maintained on a Fiscal Year Basis.

Sales to Other Government Agencies (OGA)

Policy

Legislation under 31 U.S.C. 1535, 1536 and 1537 authorized the Coast Guard to sell materials and services to [Other Government Agencies \(OGA\)](#) customers, upon request. [OGA](#) customers are defined as other federal government agencies or units, and the D.C. government. The Commandant delegates the above authority to Maintenance and Logistics Commands, District Commanders, Commanding Officers of Headquarters units, Commanding Officers and Officers-in-Charge of Coast Guard units as the occasion warrants.

Coast Guard peculiar items may be issued or sold only after the approval of the appropriate Coast Guard inventory manager. The inventory manager, if unknown, may be identified by the source of supply code ([SOS](#)) in FED LOG or by the individual Coast Guard inventory manager item management list. ([See appropriate SOS web site](#)).

Interservice Supply Support Agreements (ISSA)

[In most cases when a sale transaction takes place, an Interservice Supply Support Agreement \(ISSA\) has been previously negotiated between the Coast Guard and the agency requesting the material and/or service](#)

[There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.](#)

- Interservice Supply Support is defined as action by one agency or element thereof to provide logistic or administrative support to another agency or element. Among the military services, Interservice Supply Support represents a significant source of supply.
- While there are both formal and informal Interservice techniques, most are Interservice Supply Support Agreements (ISSA). An ISSA is an agreement for the exchange of materiel, [services](#), inventory control documentation and other management aids between a distribution system of one agency and a distribution system of another. See DoD 4000.19 (series), Defense Regional Interservice Support (DRIS) regulation.
- MLCs, District Commanders and Commanding Officers of Headquarters units are authorized to enter into local support agreements with any other government agency to obtain logistics support, when feasible and when tangible economies are assured, or to provide logistics support to CG units or other government agencies within existing capabilities and from available resources.

Sales to Other Government Agencies (OGA), Public and Commercial - Aviation Fuels, Lubricants, Services and Storage

Under certain circumstances, 49 U.S.C., 44502, provides for the sale to any aircraft of fuel, oil, equipment and supplies, mechanical service and temporary shelter.

- This authority shall be cited on all documentation showing the sale of the above listed items
- This applies only where the government has jurisdiction over the airport and no commercial facilities are co-located.
- Sales and services are authorized only when necessary, because of an emergency, to allow the aircraft to continue to nearest airport operated by private enterprise
- The government does not assume any responsibility for loss or damage resulting from storage or shelter of an aircraft while on Coast Guard property.
- There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of a limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

Procedures

The following procedures apply when processing request for aviation fuels, lubricants, services and storage

- Coast Guard aviation units with the proper supplies and facilities can furnish the fuel, lubricants, equipment, services and storage to an aircraft, during an emergency.
- Authority to be cited is 49 U.S.C. 44502.
- Temporary storage and shelter for damaged aircraft , to the extent that major repairs are required, may be given emergency storage and shelter in their damaged state at the pilot's request, providing the following exist:
- Proper facilities are available.
- Major or minor overhauls are not authorized; and

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Sales to Other Government Agencies (OGA), Public and Commercial - Aviation Fuels, Lubricants, Services and Storage, Continued

Procedures (continued)

- The aircraft requires extensive repairs and the owner of the aircraft cannot furnish appropriate repair parts within a reasonable length of time, the aircraft must be removed by the owner/operator from the Coast Guard facility without delay.
- All articles must be sold based on last acquisition price, or the prevailing local fair market value. Prevailing local fair market prices will be confirmed by checking with area vendors. Labor charges are (standard rates) provided in COMDTINST 7310.1 (series). Aircraft storage fees for aircraft stored in a Coast Guard facility will be based on fair market value for the locality.
- There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.
- Monies received **may** be credited to the appropriation from which the cost was paid. Monies collected will be deposited in accordance with the instructions contained in the Finance Center Standard Operating Procedures. (FINCENSTFINST M7000.1, Chapter 9)
- Billing requests can be forwarded to FINCEN in the following formats: email message, memorandum, fax, invoice, and credit card receipt. The following information shall be provided in the documentation: the complete name and address of the individual or activity to be billed, the total amount of the bill, a description of what the bill is for, the conditions under which it was necessary to make the sale, and the appropriate accounting line. For a reimbursable, include the reimbursable number. Any funding documents and/or commitments from the debtor must be included in the above documentation. Detailed instructions for filling a bill are found in the **“SALES TO OTHER GOVERNMENT AGENCIES, PUBLIC AND COMMERCIAL VESSELS AND OTHER WATERCRAFT”** in this section of the manual.
- The servicing activity must immediately forward billing requests to FINCEN for processing. Billing must occur within 5 days of receipt of goods or services.

Damage to the aircraft while on government property will require the owner to remove the aircraft at the earliest practicable date.

Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft

Policy

14 U.S.C., 654 and 14 U.S.C. 141, Chapter 7, provide for the sale of fuel and supplies, and services to Other Government Agencies, Public and Commercial Vessels and other Watercraft, if the vessel or watercraft is unable to:

- procure fuel, supplies, or services from other sources at its present location; and
- proceed to the nearest port where they may obtained the necessary material and/or services without endangering the safety of the ship, the health and comfort of its personnel, or the state of the property carried onboard.

This authority shall be cited on all documents showing the sale of the above listed items.

There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of a limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned and provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

Procedures

The following procedures apply to sales and services provided to Other Government Agencies, public and commercial vessels and other watercraft:

- Documentation shall be by letter of agreement or understanding. The MLC, District or Headquarters unit legal staff must approve such letters when possible.
- Whenever possible, payment shall be obtained at the time supplies and services are furnished.
- There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.
- The servicing activity must immediately forward billing requests to FINCEN for processing. Billing must occur within 5 days of receipt of goods or services.
- Documentation submitted to FINCEN shall be used as a billing document to cover sales of materiel or services to private parties, other than Government agencies, except where the sales are covered by a contract. Interservice Supply Support Agreement (ISSA) shall be established for OGA customers

Continued on next page

Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft, Continued

Procedures (continued)

Billing requests can be forwarded to FINCEN in the following formats: e-mail message, memorandum, fax, invoice, and credit card receipt. All documentation must be clearly labeled "Billing For Sale of Material and Services". As a minimum the following information shall be shown:

Step	Action
1	A document number assigned serially by fiscal year, preceded by the unit DoDAAC number.
2	Date of sale.
3	Description of materiel(s) and/or services furnished.
4	The quantity, unit price, and total price for materiel(s) and/or services.
5	Basis for the unit price.
6	Name and address of person or concern to which sold.
7	Name and signature of person receiving the supplies or services.
8	Coast Guard unit furnishing supplies or services, and name and signature of responsible Coast Guard person approving the sale.
9	Citation of authority for the sale.
10	The office to which payment must be made, (see FINCEN SOP, Chapter 9)
11	For a reimbursable, include the reimbursable number.
12	Any funding documents and/or commitments from the debtor must be included in the above documentation.
13	If the servicing activity receives a payment, all checks and money orders are to be made payable to the U.S. Coast Guard. All cash payments shall be converted to a money order or check, prior to submitting to the Lockbox.
14	If cash payment was not received at time of transaction, mark two copies of the invoice form or other documentation with: "Payment Not Received. <u>Bill mailed or delivered on (date)</u> ".
15	If cash is received, endorse all copies: "Payment Received", show date of receipt, and typed or printed name, title of person receiving payment and signature.

Continued on next page

Distress Services to Vessels

Policy

Distress services may include the furnishing of clothing, food, lodging, medicines, and other necessary supplies and services to parties aided by the Coast Guard. This is provided for in 14 U.S.C., Subpart 88.

Charges for sales of supplies and furnishing of services are considered appropriate when, for example, food, fuel, general stores or repairs to the vessel or its equipment are considered a necessity by the owner, master or crew and furnished based on their request. See also Subsistence Manual, (COMDTINST M4061.3 (series)).

Coast Guard units or vessels shall not procure and stock equipment and supplies, except as provided for in current directives or authorized by competent authority.

Operators of vessels or watercraft are not to be permitted to take advantage of the government by demanding free supplies or services.

Responsibilities

Charges will be made depending upon the circumstances involved in each case.

Procedures

When sales are made, units will follow the procedures provided under “**Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft**”. Monies received will be deposited in accordance with the instructions contained in the FINCENSTFINST M7000.1 (series).

Aids to Navigation Support

Policy

33 C.F.R. Subparts 74 and 76 provide for **charges for and** the sale of Aids to Navigation to other government agencies (OGAs) and private parties.

Sales of navigational equipment are authorized to foreign, state, or municipal governments or departments; therefore, parties required to maintain private aids to navigation, or contractors engaged in public works. Sales are authorized only when such equipment is not readily available in the open market.

Procedures

The following procedures apply for charges and collection of sales and services in support of Aids of Navigation:

- Compute charges for aids to navigation work performed by the Coast Guard, including replacement materials cost, in accordance with the Aids to Navigation Administration Manual, COMDTINST M16500.7 (series).
- Sales of navigation equipment will be invoiced at cost, plus 25 percent for overhead.
- When sales are made, units will follow the procedures provided under **“Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft”** section.
- Proceeds from such sales will be deposited in the Treasury to the credit of the current appropriation for operating expenses, Coast Guard.

Inter-Agency Cross-Servicing in Storage Activities

Introduction

Cross-servicing storage activities are encouraged to use storage services of other government agencies to avoid new construction, unnecessary transportation of supplies, materiel and equipment to distant storage points.

Types of services usually include use of space, handling, checking, storing and withdrawal of material; preservation and packaging; packing and marking, conducting inventory and special security.

Policy

The General Services Administration (GSA) has entered into an agreement with DoD and civil agencies for cross-servicing in storage activities.

Definite rates are prescribed except where contract operated or leased facilities are involved, in which case rates will be negotiated by the agencies.

The GSA agreement does not alter current Coast Guard agreements with the Army, Navy or Air Force involving storage and warehouse services.

Additional cross-servicing arrangement whereby Coast Guard obtains storage and warehousing services will be made under existing agreements with other military services in lieu of the GSA and DoD agreement.

The following units have been made a part of the GSA and DoD cross-servicing agreement on the basis that they may be able to provide storage and warehousing services:

Name	Location
Aircraft Repair and Supply Center (ARSC)	Elizabeth City, NC 27909-5001
Engineering Logistics Center (ELC)	2401 Hawkins Point Road Baltimore, MD 21226-5000
Integrated Support Commands (ISCs) Boston, Portsmouth and Alameda	Boston, MA Portsmouth, VA Alameda, CA

Continued on next page

Inter-Agency Cross-Servicing in Storage Activities, Continued

Procedure

Federal agencies which request storage and warehousing services under the GSA and DoD agreement from Coast Guard units should be advised to forward their request directly:

- Department of Transportation
Office of Installations and Logistics
Washington, DC 20590-0001

COMPREHENSIVE ACRONYM LIST FOR THE SUPPLY POLICY AND PROCEDURES MANUAL

A

AAC	Acquisition Advice Code
AACOM	Atlantic Area Command
AAP	Allowance Appendix Page
AC&I	Acquisition, Construction & Improvement
ACMS	Aviation Computerized Maintenance System
ACN	Activity Control Number
ACR	Allowance Change Request
ADP	Automatic Data Processing
ADPS	Automated Data Processing System
AEL	Allowance Equipage List
AFB	Air Force Base
AFC	Allotment Fund Control Code
AID	Automatic Initial Distribution
AIM	Accountable Item Management
ALT	Administrative Lead Time
AMDF	Army Master Data File
ANMCS	Anticipated Not Mission Capable Supply
AMMIS	Aviation Materiel Management Information System
ANSI	American National Standards Institute
APA	Appropriation Purchase Account
APL	Allowance Parts List
ARSC	Aircraft Repair and Supply Center
ARMS	Automated Requisition Management System
ASQC	American Society for Quality Control
ATAC	Advanced Traceability and Control
ATC	Aviation Training Center
ATON	Aids To Navigation
ATU	Administrative Target Unit
AUTODIN	Automatic Digital Network

B

BO	Back Ordered
BOA	Basic Ordering Agreement
BOSS	Boat Outfit and Support System
BPA	Blanket Purchase Agreement

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

C

CAGE	Commercial and Government Entity Code
CALMS	Combined Allowances for Logistics Maintenance and Support
CASREPS	Casualty Report
CB	Change Bulletin
CBR(-D)	Chemical, Biological and Radiological (Defense)
CC	Card Column
CCB	Configuration Control Board
CCF	Configuration Change Form
CDM	Configuration Data Manager
CG	Coast Guard
CG-ICN	Coast Guard Item Control Number
CGSW	Coast Guard Standard Workstation
CI	Configuration Item
CID	Component Identification
CINCLANTFLT	Commander in Chief, U. S. Atlantic Fleet
CINCPACFLT	Commander in Chief, U. S. Pacific Fleet
CM	Configuration Management
CMD	Catalog Management Data
CMplus	Configuration Management plus
CNO	Chief of Naval Operations
CO	Commanding Officer
COB	Close of Business
COG	Cognizance Code
COMSEC	Communications Security
COMDTINST	Commandant Instruction
CONUS	Continental United States
COSAL	Coordinated Shipboard Allowance List
CPL	Configuration Parts Listing
CSA	Configuration Status Accounting
CSC	Customer Supply Center
CST	Customer Support Team

D

DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAASO	Defense Automatic Addressing System Office

COMPREHENSIVE ACRONYM LIST, Continued

DARECOMPSCC	Development and Readiness Command Packaging Storage and Containerization Center
DEPRA	Defense European and Pacific Redistribution Activity Procedures
DESC	Defense Energy Supply Center (Formerly DFSC)
D/I	Due In
DI	Document Identifier
DIC	Document Identifier Code
DISC	Defense Industrial Supply Center
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information System
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management System Office
DLR	Depot Level Repairable
DLSC	Defense Logistics Services Center
DLSSO	Defense Logistics Standard Systems Office
DMAHCO	Defense Mapping Agency Hydrographic Center Office
D/O	Due Out
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DOT	Department of Transportation
DPSC	Defense Personnel Support Center
DRIS	Defense Regional Interservice Support Programs
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DSC	Defense Supply Center
DTG	Date-Time-Group
DTO	Direct Turn Over
DTS	Defense Transportation System

E

EDI	Electronic Data Interchange
EIC	Equipment Identification Code
EILSP	Electronics Integrated Logistic Support Plan
EIR	Electronic Inventory Record
ELC	Engineering Logistics Center
EOQ	Economic Order Quantity
ERPAL	Electronics Repair Parts Allowance List

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

ERQ	Economic Repair Quantity
ESD	Estimated Shipping Date
EUCOM	Europe Command

F

FAD	Force Activity Designator
FAR	Federal Acquisition Regulations
FEDLOG	Federal Logistics Data on Compact Disk
FEDS/Screen	Federal Disposal System/Screen by Computer and Request Excess by Electronic Notification
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures
FINCEN	Coast Guard Finance Center
FINCENINST	Finance Center Instruction
FINCEN SOP	Finance Center Standard Operating Procedures
FCS	Federal Catalog System
FLIS	Federal Logistics Information System
FLS	Fleet Logistics System
FIFO	First In, First Out
FMV	Fair Market Value
FPMR	Federal Property Management Regulations
FPO	Fleet Post Office
FPR	Failed Part Reporting
FSC	Federal Supply Class
FSG	Federal Supply Group
FY	Fiscal Year

G

GAO	General Accounting Office
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFM	Government Furnished Materiel
GIM	Gaining Item Manager
GPETE	General Purpose Electronic Test Equipment
GSA	General Services Administration

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

H

HAZMAT	Hazardous Materiel
HL	High Level
HM&E	Hull, Mechanical and Electrical
HL/LL/SL	High Level/Low Level/Safety Level

I

IAW	In Accordance With
ICN	Internal Control Number
ICP	Inventory Control Point
ICP/IM	Inventory Control Point/Inventory Manager
IFB	Invitation For Bid
ILSP	Integrated Logistics Support Plan
IMPAC	International Merchant Purchase Authorization Card
INMARSAT	International Maritime Satellite
ISA	Industrial Support Activity
ISC	Integrated Support Command
ISSA	Interservice Supply Support Agreement
I&S	Interchangeability and Substitutability

J

JCN	Job Control Number
JCS	Joint Chiefs of Staff

K

L

LIDS	Logistics Information Data Service
LIFO	Last In, First Out
LIN	Line Item Number
LIRSH	Navy List of Items Requiring Special Handling
LL	Low Level
LOGAIR	Logistics Air
LOGREQ	Logistics Request
LRU	Lowest Replaceable Unit
LUFS	Large Unit Financial System

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

M

MAC	Military Airlift Command
MAM	Maintenance Assistance Module
MAP	Military Assistance Program
MC&G	Maps, Charts & Geographical
MCC	Materiel Condition Code
MCRL	Master Cross Reference List (part of FEDLOG)
MICA	Management Information for Configuration and Allowance
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSPECS	Military Specifications
MILSPETS	Military Standard Petroleum System
MILSTD	Military Standard
MILSTAMP	Military Supply Transportation and Movement Procedures
MILSTEP	Military Standard Supply and Transportation Evaluation Procedures
MILSTICCS	Military Standard Item Characteristics Code Structure
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MINI-TAV	Mini-Total Asset Visibility
MIP	Maintenance Index Page
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
MLCLANT	Maintenance and Logistics Command, Atlantic
MLCPAC	Maintenance and Logistics Command, Pacific
MOE	Major Organizational Entity Code
MOU	Memorandum of Understanding
MOV	Materiel Obligation Validation
MPC	Maintenance Procedure Card

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

MRA	Materiel Receipt Acknowledgement
MRIL	Master Repairable Item List
MRO	Materiel Release Order
MRP	Materiel Returns Program
MRQ	Maximum Release Quantity
M&S	Media and Status
MSC	Military Sealift Command
MSDS	Material Safety Data Sheet
MTR	Mandatory Turn-in Repairable

N

NAFA	Non-Appropriated Fund Activity
NASG	Navy Afloat Shipping Guide
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command
NAVELEX	Naval Electronic Systems Command
NAVFACNGCOM	Naval Facilities Engineering Command
NAVFORSTAT	Navy Force Status
NAVICP	Naval Inventory Control Point
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NC	Not Carried
NCB	National Codification Bureau
NFAC	Naval Finance and Accounting Center
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIMA	National Imagery and Mapping Agency
NIS	Not In Stock
NLT	Not Later Than
NMCS	Not Mission Capable Supply
NOTAL	Not to All
NPFC	Naval Publications and Forms Center
NRFI	Not Ready For Issue
NSA	Navy Stock Account
NSN	National Stock Number

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

O

O&ST	Order & Shipping Time
OCONUS	Outside Continental United States
ODS	Ozone Depleting Substances
OE	Operating Expense
OFCO	Operating Facility Change Order
OGA	Other Government Agency
OH	On Hand
OINC	Officer In Charge
OL	Operating Level
OLSP	Operational Logistics Support Plan
OM&S	Operating Materiels and Supplies
OPFAC	Operating Facility or Operating Facility Code
OR	Operational Readiness
ORDALT	Ordnance Alteration
OSI	Operating Space Item

P

PACOM	Pacific Area Command
PD	Priority Designator
PES	Program Element Status
PG	Priority Group
PMCS	Partial Mission Capable Supply
P-NICN	Permanent Navy Item Control Number
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oils and Lubricants
PPB	Planning, Programming, and Budgeting
PR	Procurement Request
PRC	Process Review Committee
PRI	Priority Routing Identifier
PRO	Project Resident Office

Q

QDR	Quality Deficiency Report
QTY	Quantity

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

R

RADIAC	Radioactive Detection Indication and Computation
RAC	Routing Address Code
RCL	Radiac Calibrations Laboratory
RDD	Required Delivery Date
RFI	Ready For Issue
RI	Routing Identifier
RIC	Routing Identifier Code
RIMCS	Recoverable Item Movement Control System
RIN	Record Identification Number
RP	Record Position
RPS	Road Parcel Service
RIO	Resident Inspection Office
RO	Requirement Objective
ROD	Report of Discrepancy (SDR – Supply Discrepancy Report)
RDT&E	Research, Development, Test and Evaluation

S

SALTS	Streamlined Automated Logistics Tool Set
SAN	System Advisory Notice
SAR	Search and Rescue
SCA	Stock Control Activity
SCAMP	Shipboard Computer Aided Maintenance Program
SCANTS	Ship Control And Navigation Training System
SCCR	Supply Center Computer Replacement
SCR	System Change Request
SDD	Scheduled Delivery Date
SDL	Standard Distribution List
SDR	Supply Discrepancy Report
SF	Supply Fund
SHIPALT	Ship Alteration
SICA	Secondary Inventory Control Activity
SIM	Selected Item Management
SL	Safety Level
SLC	Shelf Life Code

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

SMIC	Special Material Identification Code
SMR	System Management Release
SNUD	Stock Number User Directory
SOP	Standard Operation Procedures
SOS	Source of Supply
SPPM	Supply Policy and Procedures Manual
SRI	Storeroom Items
STAR	Standard Automated Requisitioning
SUBJ	Subject
SUPADD	Supplementary Address
SUPCEN	Supply Center
SWASIA	Southwest Asia

T

TCMD	Transportation Control Movement Document
TCN	Transportation Control Number
TCTO	Time Compliance Technical Order
TDR	Transportation Discrepancy Report
TELNET	Telephone Network
T-NICN	Temporary Navy Item Control Number
TO	Transportation Officer
TOB	Target Operating Budget

U

UDC	Uniform Distribution Center
UFI	Unfit For Issue
UI	Unit of Issue
UIC	Unit Identification Code
UMMIPS	Uniform Materiel Movement and Issue Priority System
UND	Urgency of Need Designator
UPS	United Parcel Service
USO	Uniform Supply Operations (Manual)

V

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

W

WAGB	Coast Guard Cutter Icebreaker
WHEC	Coast Guard Cutter High Endurance
WIX	Coast Guard Cutter Training Cutter
WLB	Coast Guard Cutter Buoy Tender, Seagoing
WLI	Coast Guard Cutter Buoy Tender, Inland
WLIC	Coast Guard Cutter Construction Tender, Inland
WLM	Coast Guard Cutter Buoy Tender, Coastal
WLR	Coast Guard Cutter Buoy Tender, River
WMEC	Coast Guard Cutter Medium Endurance
WPB	Coast Guard Cutter Patrol Boat
WSF	Weapons System File
WTGB	Coast Guard Cutter Icebreaking Tug
WWMCCS	Worldwide Military Command and Control Systems
WYTL	Coast Guard Cutter Harbor Tug Small

X

Y

YFRI	Yard Fund Retail Inventory
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Z

RECOMMENDATIONS FOR IMPROVEMENTS

All users of the Supply Policy and Procedures Manual (SPPM) are encouraged to submit recommended changes for improving the publications to Commandant (G-SLP). The following format, modified as necessary, may be used in submitting recommendations:

4400

Date

From: (Command or person originating recommendation)

To: Commandant (G-SLP)

Via: (Appropriate Chain of Command (as required))

Subj.: IMPROVEMENT OF THE SUPPLY POLICY AND PROCEDURES
MANUAL,(SPPM) (COMDTINST M4400.19A)

1. The following recommendations for improvement of the SPPM pertaining to the paragraphs indicated are submitted.

Signature

FIRST ENDORSEMENT on

From: Appropriate via addressee

To: Commandant (G-SLP)

1. Forwarded for consideration.
2. (Comment or recommendation, as desired)

Signature

SPPM Glossary

Acceptable Substitute

An item of materiel acceptable in lieu of a specifically requested stock number item.

Accessory

A part, subassembly, or assembly designed for use in conjunction with or to supplement another assembly, unit or set, and which contributes to the effectiveness without extending or varying the basic function of the assembly or set. An accessory may be used for testing, adjusting or calibrating purposes (e.g., test instrument, recording camera for radar set, headphones, emergency power supply).

Accountability

The obligation imposed by law or regulation, on an officer or other person for keeping accurate records of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping (See Responsibility).

Accountable Activity

Refers to activities that will receive and issue materiel in an out of a stores account (Coast Guard Stock Account or Appropriation Purchases Account).

Accountable Item Management (AIM)

The accountable tracking system of personal property throughout the Coast Guard. Unit level AIM runs on the Application Development System (ADS) of Standard Workstation II. Users of Unit AIM transmit the property information to AIM Central via electronic email. Unit AIM will be superseded when [CMplus](#) version 2.04 or greater is installed at the unit. Once the record is properly entered and transmitted to AIM Central the necessary financial data will be reconciled to the General Ledger Accounts.

Accountable Office

The individual required to direct the recording and maintenance of records of property and funds, but may not have physical possession of or responsibility for the property, documents, or funds. See "Accountability".

Continued on next page

Glossary, Continued

Acquisition Advice Code (AAC)	Indicates how and under what restrictions an item will be acquired.
Acquisition cost	The original purchased cost of an item.
Activity	A physical organization responsible for management or execution of a function. Distinguished from an installation, base, post or yard, when they include a number of activities.
Department of Defense Activity Address Code (DODAAC)	Represents the name and address of the activity to which materiel, documentation or billing is directed. The first position identifies the Service Code of the agency; e.g., Z = Coast Guard, N = Navy followed by five numeric, e.g. Z11401. The Activity Address Code represents the first six positions of a document number.
Activity Code	A two-position code assigned by the Defense Logistics Service Center (DLSC) for use in the Federal Catalog System to identify an activity for cataloging and management purposes.
Activity Control Number (ACN)	An interim stock number assigned to an item awaiting establishment of an National Stock Number (NSN) by DLSC or an item not anticipated to require NSN establishment.
Acquisition, Construction, & Improvement (AC&I) Appropriation	An appropriation whereby obligations may be incurred for a maximum of three years.
Adjustment	An entry made to correct an accountable record; e.g., MILSTRAP DIC D8 and D9. DIC D8 series increases the accountable record; D9 series decreases the accountable record.

Continued on next page

Glossary, Continued

Administrative Control	Directions or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply services, and other matters not included in the operational missions of the subordinate or other organizations.
Administrative Lead Time (ALT)	The time interval between initiation of procurement action and the issuance of a contract.
Advice Code	The “advice code” is used by the requisitioner to provide special instructions to the supply source, such as “Do not substitute”, “Do not backorder”, “Furnish exact quantity”, etc. (See Enclosure 8).
Agency	Any government executive department, military service, commission or other independent establishment in the Executive Branch of the government.
Aggregate	An inventory accounting term, the balance of which represents the on-hand, plus due-in, minus the total requirements, plus due-out.
AICP	Aviation Inventory Control Point
Allotment	The granting of funds by Headquarters Coast Guard Program Manager to subordinate activities for specific purposes pursuant to an appropriation.
Allowance Appendix Page (AAP)	Additional allowance documents not included in the loading of MICA into the Weapon Systems File. These documents serve the same purpose as Allowance Parts Lists (APLs) and Allowance Equipage Lists (AELs). Allowance Appendix Page (AAPS), provide parts, support information for applicable equipment until it is developed. AAPs are filed under Part IV Section F of MICA until receipt of an APL/AEL, at which time the AAP is removed and replaced with the APL/AEL.

Continued on next page

Glossary, Continued

Allowance Change Request (ACR)	A document providing a unit with the flexibility to adjust allowances based on need and demand.
Allowance Equipage List (AEL)	A technical document contained in the Management Information for Configuration and Allowances (MICA) . It is prepared for various categories of general purpose property or mechanical, electrical or ordnance systems. When used for systems, the AELs include the items required for operation of the system and the repair parts required for maintenance of the system. Considered a part of Configuration Parts Listing (CPL) in CMplus.
Allowance Parts List (APL)	A technical document contained in Management Information for Configuration and Allowance (MICA) . It is prepared for individual systems/equipment and components, and lists the applicable repair parts. Considered a part of Configuration Parts Listing (CPL) in CMplus.
Allowance Items	Items which appear in authorized allowance documents (e.g., Management Information for Configuration and Allowance (MICA)). Coordinated Shipboard Allowance List (COSAL) (Ordnance), Electronic Repair Parts Allowance List (ERPAL), Allowance Parts List (APL) and Integrated Stock List (ISL) with an allowed quantity.
Allowed Items	Allowance items and nonallowance items qualifying for local stocking.
Alternate Number	A type of reference number. Identification to a National Stock Number (NSN) normally is made by use of a primary reference number. Additional numbers that can be used to determine an (NSN), such as manufacturer's part numbers, drawing and piece numbers, are referred to as alternate numbers.
Annual Appropriation	An appropriation that is available for incurring obligations during the fiscal year specified in the Appropriation Act.

Continued on next page

Glossary, Continued

AMMIS Allowance List	Allowances contained in the Aviation Maintenance Management Information System (AMMIS). It is prepared for individual items and a limited number of subassemblies.
Application	The relationship of repair parts to end items or major components.
Apportionment Year	In terms of financial inventory accounting, the apportionment year consists of the 12 months of the next fiscal year.
Appropriation	An authorization by an Act of Congress to incur obligations for specified purposes and to make disbursements out of the treasury.
Appropriation Purchase Account (APA)	A funding technique where in items are centrally provided by the ELC/ARSC with annual OE funds or provided as initial provisioning stocks funded by AC&I or specific OE programs. APA items are usually provided to authorized users without reimbursement.
ARSC	Aircraft Repair Supply Center, Elizabeth City, North Carolina.
Assembly	A number of parts or subassemblies joined together to perform a specific function; e.g., a typewriter carriage.
Attaching Part	An item used to attach assemblies or parts to the equipment or to each other.
Attachment	A part, assemble, unit, or set, contributing to the effectiveness thereof by extending or varying the basic function of the assemble, unit, or set (e.g., attachment exhaust on a motor, milling attachment for a lathe).

Continued on next page

Glossary, Continued

Attrition	The reduction of inventory by subsequent issue rather than disposal.
Attrition Rate	A factor, normally expressed as percentage, reflecting the degree of losses of personnel or materiel due to various causes within a specified period of time.
Automated Requisition Management System (ARMS2)	The Coast Guard's central requisition routing hub between Coast Guard units and the Defense Automated Addressing System Center (DAASC). Serves as a historical repository for the majority of all CG requisitioning activity. Communicates with the STAR unit level system via communications middleware developed for the LEIS II project.
Automatic Data Processing (ADP) Equipment	A group of interconnected machines consisting of input, storage, computing, control, output, and other peripheral devices, which use electronic circuitry in the computing element to perform logical and arithmetic operations by means of programmed instructions.
Automatic Data Processing Systems	The recording, filing, computing, data, production, automatic, and sequential processes required for operation of ADP.
Automatic Digital Network (AUTODIN)	AUTODIN will be interpreted to include all electrical transmissions, including teletypewriters since these circuits are connected to the AUTODIN system.
Automatic Voice Network	A telephone system used throughout the DOD worldwide.
Average Endurance Level	The quantity of materiel normally required to be on hand to sustain operation for a stated period without augmentation. Average endurance level is the medial between the safety level and stockage objective (i.e., the safety level plus one-half the operating level).

Continued on next page

Glossary, *Continued*

Bachelor	A single item that does not have any family relationship to another item; i.e., an item not in an Interchangeable and Substitute (I&S) group.
Backorder	The quantity of an item recorded as being required to satisfy an outstanding requisition.
Balanced Stock (s)	<ol style="list-style-type: none">1. That condition of supply when availability and requirements are in equilibrium for specific items.2. An accumulation of supplies in quantities determined necessary to meet requirements for a fixed period.
Base-level Repair	Repair performed at organizational and intermediate level maintenance activities.
Bid	An offer submitted in response to a formally advertised Invitation for Bids (IFB), to furnish supplies under certain prescribed conditions at a stated price.
Bill of Lading	A document by which a transportation line acknowledges receipt of freight and contracts for item movement. Also see “Government Bill of Lading (GBL).”
Blanket Purchase Agreement (BPA)	An agreement with commercial suppliers covering anticipated small purchases of readily available items.
Board of Survey	Term used to identify the person or group of persons directed to investigate, review, and provide finding on the survey of property.
Boat Outfit and System Support (BOSS)	Replaced by MICA.

Budget

A planned program for a fiscal period in terms of estimated costs, obligations, and expenditures.

Continued on next page

Glossary, Continued

Budget Forecast	Estimates prepared before the beginning of a fiscal year, based upon forecast of the workload to be performed. Appropriation budget estimates employ this method.
Budget Year	In terms of financial inventory accounting, two fiscal years after the current fiscal year, (the fiscal year following the Appropriation Year).
Bulk Items	Items of supply such as sheet metal, welding rods, gasket material, textiles, wood, etc.
Bulk Petroleum (BULK POL)	Petroleum products that are packaged, stored, and issued in containers having a fill capacity of over 55 gallons. Examples include JP4 Jet Fuel, diesel fuel, and AVGAS.
CALMS	Replaced by MICA.
Cancellation	A total or partial discontinuance of supply action requested of and confirmed by the supplier.
Cannibalize	To remove serviceable parts from one item of equipment in order to install them on another item of equipment.
Capital Authorization	Capital Authorization is an operating target assigned to each activity with a Supply Fund account. It provides a dollar limitation on the value of inventory and undelivered orders that may be maintained by a supply account (S/A) at any time.
Capitalization	The recording of the dollar value of personal property and material in inventory in an appropriate General Ledger Account.
Carcass	An unserviceable repairable item.

Continued on next page

Glossary, Continued

Carried Stocked Items	Carried items that are stocked, <i>i.e.</i> items for which the supply department maintains stock records showing current on hand stock balances.
Casualty Report (CASREP)	A report from a unit informing the Maintenance and Logistic Commander/District Commander that a cutter has equipment failure affecting its operational readiness to perform assigned missions. A CASREP provides information as to requirements for repair of the equipment.
Cataloging	This term encompasses the policies, principles, rules, guides and procedures for naming, identifying, classifying and stock numbering items of supply.
Change Bulletin (CB)	A cataloging publication issued following a basic edition for updating purposes. Synonymous with the terms “Advance Notice” and “Supplement”, when used in cataloging.
Change Notice	A nonscheduled publication designed to announce essential catalog data additions, deletions or revisions when required between issue of change bulletins or a revised catalog.
Change Order	A written order signed by the contracting officer, directing the contractor to make changes which the Changes Clause of the contract authorizes the contracting officer to order without the consent of the contractor.
Chargeable Activity	The unit for which expenditures represent a cost of operation regardless of funds used, the activity administering the funds, the activity performing the accounting, or the activity preparing the requisition.
Circuit Symbol	“Circuit Symbols” are used for electronic equipment in the same way that part numbers and drawing numbers are cross referenced in the Allowance Parts List (APL) to an National Stock Number (NSN) for the particular part required.

Continued on next Page

Glossary, Continued

Classified Item	A controlled inventory item requiring protection in the interest of national security.
Close of Business (COB)	Usually referring to the hour of day in which normal daily operations within an organization cease.
Cognizance Symbol	A two position numeric-alpha code identifying a stock numbered item with the Navy inventory manager of a specific category of materiel in which the item is included. It also indicates whether the materiel is managed in a Navy Stock Account (NSA) stores account, an Appropriation Purchase Account (APA) stores account or a nonstores account.
Combined Allowance for Logistics Maintenance and Support (CALMS)	Replaced by MICA.
Commercial and Government Entity Code (CAGE)	A code that identifies the name and address of commercial businesses. Larger businesses may have more than one code. CAGE codes are found in FED LOG.
Commercial Part or Item	A part or item manufactured primarily for the commercial rather than military market yet has both commercial and military applications. Commercial parts or items are manufactured in accordance with normal commercial quality controlled production runs that meet or exceed the requirements of government specifications or standards.
Common Item	Any item of materiel which is required for use by more than one activity used to denote any consumable item except repair parts or other technical items, or available commercial items.

Continued on next page

Glossary, Continued

Common Servicing	That function performed by one military service in support of another military service, from which reimbursement is not required.
Common Use	Services, materiel or facilities provided by a Department of Defense (DOD) agency or a military department on a common basis for two or more DOD agencies
Common User Airlift Services	In military transport service usage, the airlift service is provided on a common basis for all Department of Defense agencies. For other agencies of the United States Government, this service must be authorized.
Common-User Ocean Terminals	A military or commercial facility operating under contract or arrangement by the Military Traffic Management and Terminal Services. Terminal functions consist of receipt, transit storage, staging, processing, loading or unloading of passengers or cargo aboard ships.
Component	An assembly or any combination of parts subassemblies and assemblies mounted together. Normally to be affixed to an end item. (See Major Component).
Configuration Audit	A government conducted verification of an item for compliance with contract requirements and for consistency with the item's current configuration identification. An element of Configuration Management that provides cutters with documentation that the vessel's configuration is accurate, complete and will meet unit needs also known as a validation.

Continued on next page

Glossary, Continued

Configuration Change

A general term [signifying](#) the configuration of an item has been or will be changed through the configuration control process. It is the product of an approved engineering change proposal or request for deviation or waiver that affects the configuration of an item.

Configuration Control

The systematic justification, preparation, submission, coordination, evaluation. [Approval or disapproval](#), and implementation of a configuration change after formal establishment of its configuration identification. It includes contractor engineering release, production cut in and out of station production installation systems, and the government's retrofit and modernization programs.

Configuration Data Manager (CDM)

The individual, usually located at ICP, who has responsibility for the configuration for a class of vessels. For each vessel there are two CDMs. One oversees configuration of Electronics (ELEX), the other oversees Hull, Mechanical & Electrical (HM&E) and Ordnance (ORD).

Configuration Identification

The selection of the documents, data contained in the documents, supply and catalog identifiers, and physical characteristics in the form of specifications, drawings, associated lists, logic diagrams, flow charts, technical manuals, interface control documents, test evaluations, plans and reports, and documents referenced therein. Through the technical review and configuration audit functions the configuration identification is selected, prepared, reviewed, submitted, verified, approved, baselined and modified when changes are approved.

Configuration Management Plus (CMplus)

Successor to SCAMP, is the new primary configuration, maintenance, inventory, and allowance-management system for all CG units.

CMplus is an on-line configuration-based supply and maintenance system for updating and maintaining baseline configuration data and replacement materials at using units. Using CMplus you can access information relating to the units inventory, maintenance, requisitioning and equipment history.

CMplus is the unit-level system designed to interface with the future Fleet Logistics System. Under FLS, configuration, inventory, allowance, and maintenance data will flow between central systems, and the CMplus unit level system.

Continued on next page

Glossary, Continued

Configuration Parts Listing (CPL)	CPL's consist of Allowance Parts Lists (APL), Allowance Equipage Lists (AEL), and any other item that is used at the unit. It is used in the Supply module with allowances in CMplus.
Configuration Status Accounting (CSA)	The reporting and recording of the information that is needed to manage configuration effectively, including a listing of the approved configuration identification, the status of proposed changes to configuration, and the implementation status of approved changes.
Concurrent Delivery	The simultaneous delivery of support items with the end item being provisioned.
Condition Code	A code which classifies materiel in terms of readiness for issue and use. It can also be used to identify the action underway to change the status of materiel.
Consumable Item of Supply	A National Stock Numbered (NSN) item of supply (except explosive ordnance, major end items of equipment and reparable) that is normally expended or used up beyond recovery in the use of which it was designed or intended.
Consumption Document	The form used to record and/or report issues of materiel. Consumption occurs when the materiel is issued, regardless of when used.
Consumption Rate	The average quantity of an item consumed or expended during a given time interval, expressed in quantities by the most appropriate unit of measurement per applicable started basis.
Continental U.S. (CONUS)	The 48 States, excluding Hawaii and Alaska.

Continued on next page

Glossary, Continued

**Contingency
Retention Stock**

That portion of long supply stock of an item, for which no program requirements exist, and which would be considered excess stock, but which it has been determined will be retained for possible contingencies.

Contracting Officer

An official designated to enter into or administer contracts and make related determinations and findings.

**Contract
Modification**

Any written alteration in the specification, delivery point, rate of delivery, contract period, price, or quantity, accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. This includes bilateral actions such as supplemental agreements, and unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

Contractor

Any individual, company, partnership, association or corporation holding a contract with the Coast Guard.

**Controlled Inventory
Items**

Those items designated as having characteristics **that** require they be identified, accounted for, **secured**, segregated, or handled in a special manner to ensure their safeguard or integrity. They **consist** of classified, sensitive, and pilferable items.

**Coordinated
Procurement
Assignee**

The agency or military service assigned to purchase all Department of Defense requirements of a particular Federal Supply Group/Class, commodity, or item.

Continued on next page

Glossary, Continued

Cost, Actual	A cost sustained in fact, as opposed to a standard, predetermined, or estimated cost.
Cost Variance	The deviation of actual cost from the standard price. Excess of actual cost over standard cost, or vice versa. Cost Variance is recorded by use of MILSTRAP DICs DB_ and DC_.
Country Code	A two-position code located in the 5 th and 6 th positions of the NSN. It identifies the country with integrated materiel management responsibility for the item. Code “00” represents U.S. managed items assigned Federal Stock Numbers prior to 1 July 1974. Code “01” represents U.S. managed items assigned NSNs after 1 July 1974. Synonymous with National Codification Bureau Code.
CPU	Central processing unit of an automatic data processing system.
Critical Item	Materiel essential to the operational readiness of a cutter which is in short supply in the stock system (or expected to be in short supply for an extended period of time). Lists of critical items, with appropriate materiel control and/or inventory reporting instructions, are distributed periodically by inventory managers to specifically designated ashore and afloat activities. The term “critical item ” also may be used afloat to refer to high usage, bulky consumable (e.g., “never out” items such as rags, toilet paper, etc.) because of shipboard space constraints and must be replenished at every opportunity.
Criticality Code	A symbol indicating certain characteristics of an item make it unique because unusual tolerance, fit, tests, or other requirements affect its identification.
Cross Servicing	That function performed by one military service in support of another military service for which reimbursement is required from the service receiving support.

Continued on next page

Glossary, Continued

Current Fiscal Year	The fiscal year in progress but not completed, beginning 1 October and ending 30 September each year.
Cycle Counting	Method used to achieve inventory accuracy by counting a portion of a unit's inventory on a recurring (i.e., daily, weekly, monthly) basis.
Damage	<ol style="list-style-type: none">1. Physical damage from external or internal forces that results in breakage, denting, marring, distortion, displacement, or abrasion.2. Mechanical damage resulting from direct force that may impair mechanical or operational function of the item.
Data	A general term used to denote any or all facts, numbers, letters, and symbols that refer to, or describe an object, idea, condition, situation or other factors. It connotes basic elements of information which can be processed or produced by a computer.
Data Element	A basic unit of information having a unique meaning and which has subcategories (data items) with distinct units of values. Examples of data elements are military personnel grade, sex, race, geographic location, and military unit.
Data Item	A subunit of descriptive information or value classified under a data element. For example, the data element "military personnel grade," contains data items such as sergeant, captain and colonel.
Data Link	A communication link which has terminals suitable for transmission of data. The distance between terminals could be hundreds of miles.
Data Pattern Message	A machine sensible document/transaction in a fixed length, 80-character card image - format, suitable for mechanical processing upon receipt.

Continued on next page

Glossary, Continued

Data Transceiver	A digital communication device capable of transmitting and receiving information in a form suitable for direct input to a data processing system.
Date of Requisition	The Julian date contained in the MILSTRIP Document Number.
Date-Time-Group (DTG)	The date and time, expressed in digits, at which a message was released for transmission.
Days	Means calendar days.
Demand	As used in Chapter 5 of this manual, a request for either a not carried item, that is procured , or is issued from existing stock .
Debarkation	The unloading of cargo or personnel from a ship or aircraft.
Defense Automatic Addressing System (DAAS)	Includes RIC SGA. And RIC SHA. The Defense Logistic Agency activities responsible for receiving, automatic addressing, and routing MILSTRIP transactions. The appropriate reference is DoD 4140.29-M.
Defense Integrated Data System (DIDS)	A standard Department of Defense (DoD) system concerned primarily with item data, item cataloging and item specification and identification. Central manager is the Defense Logistics Service Center (DLSC), Battle Creek MI.
Defense Logistics Management Systems (DLMS)	Is a series of procedures that allows users to communicate standardized logistics data between Federal services/agencies and commercial contractors.

Continued on next page

Glossary, Continued

Defense Logistics Service Center (DLSC)	The designated Department of Defense activity responsible for effecting the circulation of cataloging data, excess property information and redistribution of excesses. Responsibility includes furnishing commonality decks of inter-service items to ICPs and maintaining centralized records to reflect the exchange of releasable assets among the ICPs.
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Defense European and Pacific Redistribution Activity (DEPRA)	A central system for screening and redistribution of DoD assets among European and Pacific activities.
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Defense Reutilization and Marketing Service (DRMS)	The designated DLA activity responsible for the reutilization of DoD excess and surplus property within DoD and Non-DoD Federal agencies and authorized donees.
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Deficit	A shortage, in assets as opposed to requirements. For example, Requirement Objective (RO) deficit would be obtained by computing the total RO requirements minus current on hand plus due-in.
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Demand Code	A single alphabetic character entered by the initiator of the requisition to indicate to the management element of a distribution system whether the demand is recurring or nonrecurring . Demand Codes are listed in Enclosure 11.
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Demand During Lead Time	The recurring demand which can be expected during the procurement or repair lead time or the order and shipping time.
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Demand Frequency	The number of times an item is requested within a given time period, regardless of the quantity requested or issued.
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Glossary, Continued

Demand, Non-Recurring	A request of a “one-time” nature, e.g., to provide an initial or authorized increase to support a planned requirement.
Demand, Recurring	Recurring requests for the same item.
Demilitarization (DEMIL)	The act of destroying the military advantages inherent in certain types of materiel. The term includes, but is not limited to: i.e. mutilation, dumping at sea to prevent the further use of the equipment and materiel for its intended lethal purposes.
Department of the Air Force	The executive part of the Department of the Air Force which oversees all field headquarters, forces, reserve components, installations, activities, and functions under the control and supervision of the Secretary of the Air Force.
Department of the Army	The executive part of the Department of the Army which oversees all field headquarters, forces, reserve components, installations, activities, and functions under the control and supervision of the Secretary of the Army.
Department of the Navy	The executive part of the Department of the Navy which oversees the Headquarters, United States Marine Corps; the entire operating forces of the United States Navy (including naval aviation), and of the United States Marine Corps. This includes the reserve components of such forces, all field activities, headquarters, forces, bases, installations, activities, and functions under control or supervision of the Secretary of the Navy; and the United States Coast Guard when operating as part of the Navy pursuant to law.
Depot	<u>Supply</u> . An activity for receipt, classification, storage, accounting, issue, maintenance, procurement, manufacture, assembly, research, salvage, or disposal of materiel.

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Glossary, Continued

Depot Level Reparable (DLR)	The highest level of repair performed at designated maintenance activity to augment stocks of serviceable materiel. The term encompasses repair performed at Coast Guard facilities, commercially, or at depot level activities of other military services and normally consists of one or more of the following: inspection, test, repair, or overhaul.
Depot Maintenance	That maintenance performed on materiel requiring major overhaul or the complete rebuilding of parts, assemblies, subassemblies, and end items, including the manufacture of parts, , modifications, testing, and reclamation as required. Depot maintenance serves to support lower categories of maintenance by providing technical assistance and performing that maintenance beyond their responsibility. Depot maintenance provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower maintenance activities.
Designated Overhaul Point	An activity (including an activity of another military service or a contractor) designated by a Program/Support Manager to perform the highest (depot) level of repair on a particular item or group of items.
Design Change	A government approved engineering change incorporated into the end item which modifies, adds to, or supersedes a part in the end item.
Deterioration	The impairment of item quality, value, or usefulness caused by erosion, oxidation, corrosion, etc.
Direct Delivery	Items to be procured and shipped to requesting organizations rather than to a storage activity.
Direct Turnover (DTO) Materiel	Any consumable, repair part, or general purpose property item ordered from sources external to the cutter which are to be delivered directly to the using department. Such materiel is required for immediate or planned use.

Continued on next page

Glossary, Continued

Disassembly	The removal of repair parts or components from an end item resulting in that end product being reported under the appropriate condition code or in the instance of complete disassembly, the loss of the end item from inventory and the reporting of components on hand under their own stock number.
Disk	A thin metal plate coated with ferrous oxide used in the recording of storage data in an ADP System.
Disk Pack	A group of disks used in an Automated Data Processing System (ADPS), usually removable from the disk drive.
Disposal	The act of getting rid of excess or surplus personal property by transfer, donation, sale, abandonment, or destruction in accordance with appropriate government regulations. Disposal does not include redistribution of property within the Coast Guard.
Distribution Code	A code entered in a requisition that serves only to indicate an addressee to receive status transactions (including MOV requests).
Distribution Field	The distribution field of a requisition serves a dual purpose when using the Navy Supply System. The first position indicates the distribution code which, in conjunction with the service designator code, indicates a monitoring activity that will receive 100% supply and shipment status on the requisition. The second and third positions indicate the cognizance symbol significant to the service originating the requisition. The distribution code (when assigned by the requisitioner) and the cognizance symbol will be perpetuated on all subsequent documentation.
Distribution System	That complex of facilities, installations, methods and procedures, designated to receive, store, maintain, distribute and control the flow of materiel between the point of receipt into the supply system and the point of issue to using activities and units.

Continued on next page

Glossary, Continued

Diversion	The rerouting of cargo to a new transshipment point or via a different mode of transportation prior to arrival at the original destination.
Document Identifier Code (DIC)	A three-character code which identifies the purpose of the document (e.g., requisition, cancellation, requisition modifier, follow up). The document identifier is a mandatory entry on all MILSRIP documents.
Document Number	A 14-digit, non-duplicative number constructed to identify the military service, requisitioner, Julian date, and serial number.
Double Entry	An accounting system where every transaction is recorded in two parts, as a debit and credit. The debit in one part always equals the credit in the other part.
Drawings	Graphic data, such as graphs or diagrams, on which details are presented with sufficient information which define completely, directly, or by reference. The end result is the selection, procurement and manufacture of the item required.
Due-In (D/I)	Quantities of supplies scheduled to be received from vendors, repair facilities, assembly operations, inter-depot transfers, and other supply sources.
Due-Out (D/O)	Items requisitioned, but unfilled and currently recorded as requirement for future issue.
Economic Order Quantity (EOQ)	A supply management technique used to compute replenishment order quantities, whereby the cost to order an item is measured against cost to hold the item in inventory.
Economic Repair Quantity (ERQ)	That quantity of materiel which minimizes the total of the administrative cost to repair and the cost to hold the item in inventory.

Continued on next page

Glossary, Continued

Economic Retention Stock	That portion of long supply stock of an item, for which no requirement exists and which would be considered excess stock, but which it has been determined would be more economical to retain for future issue in lieu of replacement of future issues by purchase.
Electronic Repair Parts Allowance List (ERPAL)	The ERPAL is an Allowance List of electronics equipment prepared for each cutter and shore unit. It provides a list of electronics equipment to be supported with repair parts, allowances required by each unit to complete its operational mission. ERPAL is prepared by the ELC using the data gathered from the Electronic Inventory Record (EIR). ERPALs are distributed approximately every 18 to 24 months. ERPAL is being replaced by MICA.
Electronics Inventory Record (EIR)	A system used to maintain accountability of electronics and electronics calibration/test equipment. AIM/EIR will be replaced by CMplus in the future.
Embarkation	The loading of personnel or of cargo onto ships or aircraft.
End Item	A final combination of assemblies, component parts, and materiel which is ready for its intended use, e.g., cutter, aircraft, machine shop.
End Item Population	That quantity of the end item planned to be put into service.
End User	The activity which is the end user or consumer of an item of supply. Items issued as end use are reimbursed by the operating expense appropriation.
Engineering Logistic Center (ELC)	Activity derived from the consolidation of the Supply Centers, Baltimore and Curtis Bay.

Continued on next page

Glossary, Continued

Equipment	All articles needed to outfit an individual or organization. The term pertains to clothing, tools, utensils, vehicles, weapons, and other similar items. As to type of authorization, equipment may be divided into special (or project) equipment, equipment prescribed by tables or allowances, and equipment prescribed by tables of organization and equipment.
Equipment Identification code (EIC)	A seven character code. The first position identifies the system; the second identifies the subsystem; the third and fourth identify the equipment category in the system; the remaining three digits provide greater definition of the part of the equipment being worked upon. EICs are assigned to equipment/components to indicate their relative position in a weapon system.
Equipment Installation	Those items of accessory equipment and furnishings which are affixed as a part of the building, ship or facility. Excludes machine tools and production equipment. When installed, these items become part of the real property to which they are attached.
Equivalent Item	An item that is similar to another in that its characteristics are in strict accordance with drawings, specifications, standards or performance qualification tests (i.e., within limits or tolerances and compounds) specified therein. Repairable assemblies are equivalent only if their “purchased repair parts” and performance also are equivalent. “Purchased repair parts” are limited to those items of a design peculiar to the repairable assembly concerned.
Essential Item	Any item or part whose lack renders the supported system or end item inoperable.
Estimated Cost	A calculated amount (as distinguished from an actual outlay) based upon related cost experience, prevailing wages, and prices, anticipated budgetary controls or reimbursement.

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Glossary, Continued

Excess Listings	Consolidated listings of excess personal property prepared by the Defense Retaliation and Marketing Service (DRMS), the General Services Administration (GSA), or other government agencies to advertise items that may be required for further utilization.
Excess Property	The quantity of property in possession of any component of the Department of Defense exceeding the quantity required or authorized for retention by that component.
Excess Stock	The quantity of an item on-hand in inventory which exceeds the sum of the requisitioning objective plus any authorized program stock (e.g., mobilization reserve) plus any authorized economic or contingency retention stock. It is that quantity which exceeds the retention limit.
Expendable Property	Property that may be consumed in use or loses it's identify in use and may be dropped from stock record accounts when issued or used. An expendable end item would be items such as soap, socks, ashtrays, ect.
Expenditure	Amounts due and payable as a result of a commitment or obligation being fulfilled.
Fabrication	The act of constructing, manufacturing, inventing, or creating. Converting raw materiel to an end product.
Failed Part Reporting (FPR)	FPR is required to identify engineering analysis of those parts which failed in service and thus result in degraded equipment performance when the affected equipment should have been available as designed.
Fair Market Value (FMV)	The present day value of an item in its present condition, as determined by the official responsible for the item.

Continued on next page

Glossary, Continued

Family Grouping	A system of classification identifying related items that may, under specific conditions, be interchanged or substituted for each other and under which demand or assets may be consolidated in determining requirements.
Family Head	The leading or prime National Stock Number (NSN) of Family Group. The head is the NSN that can be used more effectively on more applications than any other related NSNs. It is usually the latest, most technically advanced item preferred above all others in the family in most applications and is designated as the item to be procured for future requirements.
Federal Acquisition Regulations (FAR)	Government-wide procurement regulation issued jointly by the General Services Administration and other government agencies. See CFR 48..
Federal Catalog System	A federal program administered by DoD in conjunction with GSA. It names, describes, and classifies all items brought, stocked, or distributed in the Federal Supply System.
Federal Excess Disposal System (FEDS)	FEDS screen by Computer and Request Excess by Electronic Notification (screen) is the general Services Administrations (GSA) Automated inquiry system that manages the listing and transfer of all GSA controlled excess personnel property.
Federal Item Identification	A complete description in accordance with FED-STD-5.
Federal Logistics Data on CDROM (FED LOG)	A DoD DOS-based CD-ROM product containing information on all stock items managed in the Federal Stock System. Used by units to support the ordering of supplies and equipment requirements.
Federal Logistics Information System (FLIS)	A management system designed to collect, store, process and provide items related to logistics information.

Continued on next page

Glossary, Continued

Federal Property Management Regulations (FPMR)	Includes regulations and materiel concerning the management of archives, records, materiels, public buildings, supply and procurement utilities, transportation, disposal, and other logistical activities for which GSA has government-wide responsibility.
Federal Supply Classification (FSC)	Permits the classification of all items of supply. Represents the first four positions of a NSN. Developed and controlled by the Defense Logistics Service Center (DLSE). Federal Supply Classes represent groups of similar items, e.g., FCS 1005 consists of small arms.
Federal Supply Group (FSG)	Consists of the first two positions of a NSN. Developed and controlled by the Defense Logistics Service Center (DLSC).
Field Change	Field Changes are issued to modify electronic equipment to meet a change in operational requirements. (e.g. remove safety hazards, correct design deficiencies, improve reliability and maintainability, and correct technical documentation). Technical manuals and formal operating and maintenance instructions are treated as an inherent part of the equipment for field change purposes.
Fiscal Year (FY)	Twelve month period selected for accounting purposes. The federal fiscal year begins on the first day of October and ends on the last day of September of the following calendar year. The fiscal year is designated by the calendar year in which it ends; i.e., FY 88 ended 30 September 1988.
Fixed Safety Level	A quantity of stock on hand to provide protection against stockout. The quantity is equal to expected demands over a fixed time frame.
Fleet Logistics System (FLS)	FLS is one step in the development of the Coast Guard Logistics System. FLS is intended to provide an information system that integrates the processes and data associated with configuration management, maintenance management, supply management, procurement management and financial management.

Continued on next page

Glossary, Continued

Follow-up	An inquiry AF_ to the action taken on a requisition previously submitted.
Follow-up Reply	A reply to a requisitioner's follow-up AF_ request.
Force/Activity Designator (FAD)	A Roman numeral designator from I to V established by each military service or the Joint Chiefs of Staff which indicates the importance of the unit missions, installation, project or program with respect to National objections to the military mission of the unit.
Free Issue	Materiel provided without charge to the activity to which it is issued.
Frequency of Demand	The term "frequency of demand" or "demand frequency", is the number of requests (i.e., "hits") that an item experiences within a given time frame, regardless of the quantities requested or issued.
Fund Code	The "fund code" is a two-character code used to cite accounting data on requisitions.
General Accounting Office (GAO)	An audit and investigative agency of the Congress.
General Ledger	In double-entry bookkeeping, the single record that includes the accounts classifying and summarizing all financial transactions as a basis for financial reports.
General Purpose Property	A category of personal property which is not specialized in nature. General Purpose property includes artwork, models, and artifacts.

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Glossary, Continued, Continued

General Purpose Property, Controlled	<p>“Controlled general purpose property” refers to items which require special management control because the materiel is:</p> <ol style="list-style-type: none">1. essential for the protection of life, or2. valuable and easily converted to personal use. <p>Controlled general purpose property (e.g., life preservers, wetsuits, gas masks, binoculars, special clothing and firearms) is generally carried at the unit in allowance quantities only, and requires special inventory control in accordance with Property Controls. See Property Management Manual, (COMDTINST M4500.5 (series)).</p>
Government Bill of Lading	<p>A document by which a transportation line acknowledges receipt of freight and contracts for items movement.</p>
Hardware	<p>The physical equipment or devices forming a computer and peripheral equipment.</p>
High Limit	<p>The maximum quantity of materiel to be maintained on hand and on order to sustain current operations. This includes the sum of stock represented by the operating level, safety level, order and shipping time. (Equivalent to “requisitioning objective”.)</p>
Identification List	<p>Those sections of the Federal Supply Catalog containing technical characteristics or other identifying data for items of supply.</p>
Imprest Fund	<p>Funds advanced by a disbursing officer to a duly authorized agent. Used for the local purchase of small dollar valued supplies or services.</p>
Industrial Fund	<p>A revolving fund established for the purpose of providing a working capital for the operation of industrial type activity. Similar to the Coast Guard Supply Fund.</p>

Continued on next page

Glossary, Continued

Initial Provisioning	The process determining the range and quantity of items; i.e., spare and repair parts, special tools, test equipment and support equipment, required to support and maintain an item for an initial period of service. Its phases include identification of items, establishment of data for catalog, technical manual and allowance list preparation as well as preparation of instructions to assure delivery of necessary support items with related end items.
Inspections	The examination, including testing of supplies, raw materiel, documents, data components and intermediate assemblies, to determine whether the supplies conform to technical requirements.
Insurance Item	An item that experiences only intermittent demands which are not sufficiently repetitive to warrant stockage, but for which prudence dictates that a nominal quantity be available to meet urgent demands.
Integrated Materiel Management	The exercise of total Department of Defense management responsibility for a Federal Supply Group/Class, commodity, or item by a single agency. It normally includes computation of requirements, funding, budgeting, storing, issuing, cataloging, standardizing, and procuring functions.
Interchangeability	Functional and physical characteristics of items that make possible the mutual substitution of one item for the other, irrespective of application.
Interchangeability and Substitutability (I&S)	Conditions that permit exchange of one item for another without affecting design or performance beyond acceptable limits.
Interchangeable Item	An equivalent item that is used in place of another when necessary.

Continued on next page

Glossary, Continued

Interdepartmental/ Agency Support	Provision of Logistic or administrative support in services or materiel by one or more military Services to one or more departments or agencies of the United States Government (other than military) with or without reimbursement. See also International Logistic Support and Interservice Support.
Intermediate Maintenance	That maintenance which is the responsibility of and performed by designated maintenance activities for direct support of using organizations. Its phases normally consist of calibration, repair, or replacement of damaged or unserviceable parts, components, or assemblies; the emergency manufacture of nonavailable parts; and providing technical assistance to using organizations.
Interrogation Requirements Information System (IRIS)	An on-line program which provides visibility of all National Stock Number (NSN) items identified as excess in the worldwide inventory of the Defense Reutilization and Marketing Services (DRMS).
Interservice Support	Action by one military service or element to provide logistic and administrative support to another military service or element. Such action can be recurring or nonrecurring or nonrecurring in character, on an installation, area, or world wide basis. See also Interdepartmental/Agency Support.
Intransit Inventory	That materiel in the military distribution system which is in the process of movement from point of receipt from procurement and production (either contractor's plant or first destination, depending upon point of delivery) and between points of storage and distribution.
Intra-Supply Service	The exchange of materiel, inventory control documentation, and other management data within or between the distribution systems, or a single military service or within the Defense Logistics agency.

Continued on next page

Glossary, Continued

Inventory	The quantity of stock on hand for which manual or automated stock records are maintained. Inventory is the function whereby the materiel on hand is physically inspected and counted and stock records reconciled accordingly.
Inventory Control	That phase of Logistics including managing, cataloging, requirements determinations, procurement, distribution, and disposal of materiel.
Inventory Control Number (ICN)	A 13 character identification number which is assigned by an ICP or other item manager to control an item which has not yet been (or will not be) assigned a national stock number.
Inventory Control Point (ICP)	The organizational element within a distribution system that is assigned responsibility for systems-wide control of materiel. In a centralized inventory control system, the inventory control point also may perform the functions of a stock control activity.
Inventory Manager (IM)	Inventory managers may be inventory control points under the primary support of the Naval Supply Systems Command, or bureaus, systems commands, and officers which exercise inventory control over materiel.
Inventory Segment	A sub-grouping of stock materiel for physical inventory purposes. The segment may be by cognizance symbol, federal supply class or some other form of commodity grouping, such as SIM items, shelf life materiel, boost spates, electron tubs, boiler tubs, fire brick, etc.
Invitation for Bid (IFB)	Consists of the Standard Forms and Provisions, the complete assembly of plans, drawings, specification and related documents furnished to prospective bidders for the purpose of bidding.
Invoice	A document showing particulars on property transferred or services rendered, setting forth the date, quantity, description, price and total amount.

Continued on next page

Glossary, Continued

Issue	To furnish materiel to customer or users from stock.
Issue Priority Designator (IPD)	The issue priority designator (IPD) is used by the supply system to satisfy competing materiel requirements and stocking activity processing except mode of transportation selection. (See chapter 2)
Issue Processing Time Segments	The amount of time in days to process a requisition from receipt to issue according to priority designator.
Issue Restriction Code	A code added to the Stock Master Record to restrict processing of issues. Code R assigned to the Stock Master Record will result in rejection of all issues with Exception Code RS. Issue Restriction Codes are assigned to selected items by the Inventory Manager to ensure manual review of all issues.
Item	An “item” (a non-specific term used to demote any product) consists of each size or color, etc., of an article (e.g., Ensign U.S. No.7).
Item Manager	An individual within the organization of an inventory control point or other such organization assigned management responsibility for one or more specific items of materiel.
Item of Supply	Single item of production or two or more items of production that are functional interchangeable and are a single National Stock Number.
Julian Date	The Julian date consists of two elements; the last digit of the calendar year and the numeric consecutive day of the calendar year (e.g. 1365 represents 31 December 2001) .

Continued on next page

Glossary, Continued

Lead Document Number	A Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number which is used as the primary number for the Military Standard Transportation and Movement Procedures (MILSTRAP) and the Transportation Control Number (TCN). If, for example, a shipment is to be consolidated using five separate document numbers, the lowest serial number document number would be selected as the Lead Document Number or TCN.
Level of Supply	The quantity of supplies or materiel authorized or directed to be held in anticipation of future demand. See also operating level of supply; order and shipping time; procurement lead time; requisitioning objective; safety level of supply; stockage objective; strategic reserve.
Life Expectancy	Number of years that have been predetermined for the end item to be of serviceable use.
Life of Type Item	An item for which usage is anticipated and provisioning of systems stock is made for the projected life of the end item because of the complex production process involved and the limited density which would make it highly uneconomical to reorder.
Limited Standard Item	An item of supply determined by standardization action capable of performing the same functions as the preferred item but with minor differences in capability.
Line Item	A single Line Item of property or supply.
Local Purchase	The act of acquiring an item from commercial sources. Local purchase is not limited to the immediate geographical area in which the purchasing installation is located.

Continued on next page

Glossary, Continued

Location Survey	A verification, other than an actual count, comprised of assets and location data to insure proper recording of location, stock number, condition code, shelf-life code, etc.
Logistics	The movement and maintenance of forces. Those aspects of military operation which deal with design and development, acquisition, storage, movement, distribution, maintenance, evacuation and disposition of materiel.
Long Lead time Items	Those items which, because of their complexity of design, complicated manufacturing process, or limited production, may cause production or procurement cycles which would normally preclude timely or normal provisioning.
Low Limit	The term “low limit” is the stock position which indicates the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time. (Equivalent to “reorder point”.)
Maintenance Assistance Modules (MAMs)	MAMs are replaceable assemblies (modules) required to execute an approved maintenance plan which calls for identifying the fault of a failed module through selective substitution. MAMs are not spare parts and are returned when the replacement item is obtained. MAMs will appear in the Management Information for Configuration and Allowances (MICA) in Part V
Maintenance Source Code	A numeric code identifying the source of parts or other materiel obtained from other than normal supply channels. The maintenance source code is entered on data block 18 of NAVSUP Form 1250-1 allowing the document to be utilized to report usage.
Major Component	An item supported by an APL, but used in a larger item. For example, an air cooler unit installed in the engine room is equipment supported by an APL, and contains two components, the cooler unit and an alternating motor, both supported by individual APLs. (See Component)

Continued on next page

Glossary, Continued

Major Organizational Entity (MOE) Code	Used to record an activity's cataloging and inventory management responsibility for an item of supply in the Defense Logistics Service Center (DLSC) file.
<hr/>	
Make Item	An item that is made from raw or bulk stock, or by modifying other stocked items, and not procured for stock or issued in furnished form. Make items are source coded "MO" and are listed in MICA under Part II Code Definitions in sections A, B, & C .
<hr/>	
Management Information for Configuration and Allowance (MICA)	<p>Successor to CALMS, ERPAL & BOSS. A document that lists equipment, components and equipage verified by ELC's CDM to be installed on units. Includes repair parts, special tools, and supplies for operation, overhaul and repair of equipment/components as well as OSI's and consumables.</p> <p>MICA provides technical and supply information making it an ILS document. Equipment/component/part nomenclatures, operating characteristics, technical manuals, etc. are described in APLs or AELs.</p>
<hr/>	
Management Coding	The assignment of codes consisting of letters or numerals to support items in order to record management decisions, such as sources for resupply, prescribed levels of maintenance, item managers, and the management data.
<hr/>	
Management Information System (MIS)	An organized communications network that provides management with vital information for effective performance, planning, operation, and control of the organization.

Continued on next page

Glossary, Continued

**Mandatory Turn-In
Reparable (MTR)**

An item that has been selected by cognizant inventory managers for transfer to a designated depot level repair facility when it becomes unserviceable. Coast Guard MTR items are:

1. Items identified with a Coast Guard Reparability Code of R which Are listed in FED LOG as reparable.
2. ELC Electronic Reparables are identified with cognizance (COG) Code XB in the Quarterly Stock Listing.
3. ELC HM&E reparables are identified with a repair code of R in FED LOG.
4. ARSC reparability are identified with a Coast Guard repair code of R in FED LOG. Navy MTR items are identified by National Stock Number (NSN), cognizance symbol, Materiel Code E, G, H, Q or X, with Repair Maintenance Code D or L and are listed in FED LOG.

**Manufactures
Identify Code**

Used in place of the first five positions of a stock number for part numbered items which have not been assigned an NSN.

**Manufacturer Part
Number**

Used for items [that](#) have not been assigned an NSN.

Marking

The application by stamping, printing, painting of numbers, item description, National Stock Number (NSN), symbols, colors on containers (unit, intermediate, and shipping), tags, and labels, of items for identification during handling, shipment, and storage, as used herein. This term does not include symbols for materiel identification, such as color [codes](#) or the use of repetitive symbols on metals (MIL-STD-129).

**Master Cross
Reference List
(MCRL)**

Is a part of FED LOG and contains all reference numbers in the Federal Catalog System.

Continued on next page

Glossary, Continued

Master Item Record	The file record which contains information about the characteristics, asset position, requirements, demand and lead time history, and forecasts for each item.
Material	Raw substance or goods that make up an end product (e.g., sand, potash and lime are the “materials” used to make glass).
Materiel Obligation Validation (MOV)	The requirement for the validation, by the user, of the continuing need for overage materiel requisitions. Requirement for the reconciliation of the supply source’s materiel obligation (backorder) records with the due-in (outstanding requisition) records of the requisitioning activities.
Materiel Obligation Back Order	That unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue. Materiel obligations are normally assigned status code BB, BC, BD, BP, or BV.
Materiel Obligation Validation (MOV) Request	A request from an inventory manager or stock point to a requisitioner or designated activity for a validation of the requirement of unfilled requisitions held as materiel obligations with outstanding requisitions held by the requisitioner or designated activity.
Materiel Obligation Validation (MOV) Response	<p>A reply by a requisitioner or designated activity to an MOV request advising the source of supply to:</p> <ol style="list-style-type: none">1. Continue action to fill materiel obligation.2. Cancel the materiel obligation.3. Modify the quantity required.
Materiel	Includes all items necessary for equipment, maintenance, operation, and support of military activities without distinction as to their application for administrative or combat purposes.

Continued on next page

Glossary, Continued

Materiel Cognizance	Denotes responsibility for exercising supply management over items or categories of materiel.
Materiel Pipeline	The quantity of an item required in the supply system to maintain an uninterrupted replacement flow.
Materiel Readiness	The availability of materiel required by a military organization to support its wartime activities, contingencies, disaster relief efforts (in the event of a flood, earthquake, etc.), or other emergencies.
Materiel Release Confirmation	A notification from a shipping activity advising the originator of the Materiel Release Order of the positive action taken on his order.
Materiel Release Denial	A notification from a shipping activity advising the originator of the Materiel Release Order of negative (warehouse denial) action on the order.
Materiel Release Order (MRO)	An order issued by an accountable supply activity directing a storage and shopping activity to release and ship materiel.
Materiel Requirements	Those quantities of items of equipment and supplies necessary to equip, provide a materiel pipeline, and aid a service, formation, organization, or unit in the fulfillment of its mission or tasks.
Materiel Turned In To Store	Items in excess of current needs of using activities returned to stock. Some materiel is subject to reimbursement to the returning activities.
Maximum Release Quantity (MRQ)	A predetermined quantitative amount based on an average of requisition quantities over a period of time used to determine if a requisition quantity appears to be excessive.

Continued on next page

Glossary, Continued

Media and Status Code	A single character code that indicates the type of status required, who is to receive status, and how status is to be furnished, i.e., by what communication media.
Military Assistance Program (MAP)	The program for providing military assistance under the Foreign Assistance Act of 1961. The MAP is separate from Economic Aid and other programs authorized by the Act and includes the furnishing of defense articles and services through Grant Aid or Military Sales to eligible Allies, as specified by Congress.
Military Interdepartmental Purchase Request (MIPR)	The DD-438, prepared by a requiring department to request the procurement of supplies or services from the purchasing department. Reference is made in contracts to the MIPR number when the contract is written as a result of a MIPR.
Military Sealift	The single managing operating agency for designated sealift service. Also referred to as MSC.
Military Service	A branch of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted or inducted for military service and which operates and is administered within a military or executive department. The military services are: The United States Army, the United States Navy, the United States Air Force, the United States Marine Corps and the United States Coast Guard.
Military Specifications (MILSPECS)	Documents intended primarily for use in procurement. These documents are clear, accurate descriptions of the technical requirements for items, materiel or services. Specifications for items and materiel also contain preservation, packing and marking requirements.

Continued on next page

Glossary, Continued

Military Standard (MILSTD)	An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.
Military Standard Billing System (MILSBILLS) (DOD 4000.25 7-M)	Provides uniform billing procedures within the Department of Defense.
Military Standard Contract Administration Procedures (MILSCAP)	Provides uniform procedures, rules, format, time standards and standard data elements for the interchange of contract-related information between and among the military service contractors.
Military Standard Supply and Transportation Evaluation Procedures (MILSTEP) (DOD 4140.22-M)	A uniform system of measuring logistics performance of requisitioning and issue procedures and transportation systems.
Military Standard Item Characteristics Code Structure (MILSTICCS)	The coding structure used to code characteristic data for item identification, transmission, storage and processing.
Military Standard Requisitioning and Issue Procedures (MILSTRIP) (DOD 4140.17-M)	Provides uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information between requisitioner and sources of supply.

Continued on next page

Glossary, Continued

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) (DoD 4000.25-2-M)	Enlarges MILSTRIP by extending uniform communicating procedures, codes, forms, and formats for the transmission of items and financial data between the management, stock control, and storage elements of the military services and Defense Logistics Agency distribution systems.
Military Standard Transaction Reporting and Movement Procedures (MILSTAMP) (DoD 4500.32-R)	Contains all necessary forms, formats, codes, procedures, rules and methods required by military components in the movement of materiel.
Mini Total Asset Visibility (Mini TAV)	An interim TAV system until FLS provides complete fleet-wide TAV. A central repository of inventory, usage, allowance, and maintenance data extracted from unit SCAMP and CMplus databases. Extracts occur approximately quarterly and consist of large compressed files ranging in size from 100K to 2MB. Files are e-mailed or mailed via floppy to the central system at OSC Martinsburg.
Mode of Shipment Code	A one character alphabetic or numeric code which identifies the initial method of movement by the shipper.
Modification	An alteration to an item made by the government or a contractor.
Narrative Message	Any message that is not a machine sensible transaction/document, but contains variable length, “in-the-clear” language not suitable for mechanized processing upon receipt. Narrative message is a generic term which includes teletype, dispatch or TWX.

Continued on next page

Glossary, Continued

National Codification Bureau (NCB) Code	A two digit code which is included as the fifth and sixth digits of a National Stock Number. It identifies the country that has management responsibility for the items.
National Item Identification Number (NIIN)	A DLSC cataloged number that represents the last nine positions of a National Stock Number beginning with the Country Code or National Codification Bureau Code (NCBC). (MILSTRIP RP 12-20)
National Stock Number (NSN) (13 Positions)	A 13 digit stock number assigned by the Defense Logistics Service Center (DLSC), Battle Creek, Michigan, which identifies items in the supply system of the United States. A stock number consists of a four-digit Federal Supply Classification (FSC), a two-digit National Codification Bureau (NCB) code with seven digits which, in conjunction with the NCB code form a nine digit National Item Identification Number (NIIN), uniquely identifying each NSN item in the federal supply system. (MILSTRIP CC 8-22) (DOD 4140.17-M)
Navy Item Control Number (NICN)	A 13 character identification number which is assigned by an ICP or other Navy item manager to control an item which has not yet been (or will not be) assigned a national stock number.
Net Inventory Assets	That portion of the total materiel assets designated to meet the materiel inventory objective. It consists of the total materiel assets less the peacetime materiel consumption and losses through normal appropriation and procurement lead time periods.
Non-allowance Items	Items not appearing in authorized allowance documents or if listed, appear without an allowed quantity.
Non-personal Services Contracts	Contracts calling for performance requiring specialized equipment and trained personnel. It is also required that the contractor or individual performs work adequately described in the contract free of government supervision, direction or control. Also see personal service.

Glossary, Continued

Non-recoverable Property

Supplies with such physical characteristics that they lose their identity when installed in other equipment and become part of such equipment. This also pertains to supplies which are consumed when used, or which cannot be economically repaired or restored after becoming unserviceable.

Non-recurring Demand

A requisition made on a one-time basis for materiel.

Non-SIM Item

An item not [meeting](#) the demand frequency for Selected Item Management (SIM) items. See SIM items.

Nonstandard Item

Used in cataloging to identify an item for which a standard replacement has been determined. Nonstandard items are not authorized for future procurement.

Not Carried (NC) Items

Synonymous with the term “non-stock materiel” refers to items not stocked (i.e., item which are not maintained by the supply department).

Not in Stock (NIS) Items

Carried items not in stock when the demand occurs.

Not Mission Capable Supply (NMCS)

A condition that exists when equipment is deadlined for parts, aircraft out of commission for parts, engines out of commission for parts, ships capability impaired for parts, etc.

Obligation

The quantity of materiel needed to fill demands that were not satisfied because of the inadequacy of stock on hand, or quantity needed to fill specific requirements within a specified period, regardless of the on-hand position. Also is a momentary liability incurred from an agreement to purchase supplies.

Continued on next page

Glossary, Continued

Obsolescent	Materiel or specifications going out of use and becoming obsolete.
Operating Expense (OE)	A yearly apportionment used for operation and maintenance of a Coast Guard activity.
Operating Forces	Those forces whose primary missions are to participate in combat and the integral supporting elements of those forces.
Operating Level	The quantity of materiel (exclusive of safety level) required to sustain operations during the interval between successive requisitions. Normally, it is the difference in the quantity between the requisitioning objective (high limit) and reorder point (low limit).
Operating Materials and Supplies (OM &S) Stock	Free Issue and locally requisitioned or procured tangible personal property that will be consumed in normal operations by the end users (e.g., afloat and ashore units). OM&S is stocked in storerooms, warehouses, trailers, etc., and accounted for physically and financially, regardless of value on automated or manual stock records until it is issued to the end user. OM&S consists of allowance, SIM, Non-SIM, reparable, and seasonal items. SIM, Non-SIM, reparable, and seasonal items may be allowance or non-allowance items. (See page 5-A-2 for examples).
Operating Space Item (OSI)	Same as Shop Stock.
Ordering Officer	An individual appointed by a contracting officer and whose authority is limited to placing orders under contracts such as Federal Supply Schedule contracts or other government sources of supply subject to any limitations prescribed by the appointing official.
Operational Facilities (OPFAC)	An active Coast Guard unit manned by permanently assigned personnel. See "Activity Address Code".

Continued on next page

Glossary, Continued

Operational Readiness (OR)	The capability of a unit, ship, weapon, system or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense to express a level or degree of readiness.
OPFAC (Operating Facility Code)	Synonymous with the last five positions of the DoD Activity Address Code (AAC), e.g., AAC=Z11234, OPFAC=01-11234
Order and Shipping Time (O&ST)	<p>Time interval between initiation of stock replenishment action and the receipt of materiel resulting from that action. The term is applicable to materiel available at the source of supply to which the order is directed. Not to be confused with procurement lead time, which is used when materiel must be produced or manufactured. The order and shipping time has two elements.</p> <ol style="list-style-type: none"><u>Order Time</u>. The time interval between placement of the order and shipment of the materiel by the supplying activity.<u>Shipping Time</u>. The time interval between shipment of the materiel by the supplying activity and receipt of the materiel at the intended destination.
Organizational Issue Materiel	Any Coast Guard property that is issued to an individual on a loan basis for his/her use in the performance of official duties. This materiel may -/will be recovered when the individual no longer requires it to perform assigned duties. Examples of organizational issue materiel are: hand tools, coveralls, foul weather gear, small general test equipment, etc.
Organizational Maintenance	That maintenance which is the responsibility of and performed by a using organization on it's assigned equipment. Its phases normally consists of inspecting, servicing, lubricating, adjusting and the replacing of parts, minor assemblies.
Other Government Agencies (OGA)	Any agency outside the Coast Guard providing equipment, parts, services, i.e., DoD, DLA, GSA etc
Overhaul	The process of restoring an item of supply to an serviceable condition by disassembling the item, inspecting the condition of each of its components, and parts reassembling it, using serviceable or new assemblies, subassemblies and parts. This is followed by inspection and operational testing .

Continued on next page

Glossary, Continued

Overseas	All locations, including Alaska and Hawaii, outside the continental United States.
Packaged Petroleum (Packaged POL)	Petroleum products, general lubricants, greases and specialty items, normally packaged by a manufacture and procured, stored, transported and issued in containers having a fill capacity of 55 gallons or less. Contracts to bulk petroleum.
Packing List	A document prepared by a supplier. It itemizes in detail the contents of a shipping container and is usually affixed to, or included in, the container.
Part	One piece, or two or more pieces joined together that are not normally subject to disassembly without destruction or impairment of designed use.
Part Number	The identification number assigned an item by the manufacturer or vendor. When used, it must be qualified by the name of the manufacturer or vendor.
Passing Action	Application when forwarding materiel documents from one supply source to another.
Personal Property	All tangible property of the Federal Government that is not documents of the Federal Government nor is classified as real estate. Personal Property includes: general purpose property, vessels, aircraft, boats, weapons, vehicles, trailers, electronic equipment, buoys, and navigational aid, Yard Fund property, and Government Furnished Equipment in the hands of contractors. Each category has its own General Ledger account in the Coast Guard Financial System.
Petroleum, Oils and Lubricants (POL)	A broad term which includes all petroleum and associated products, with integrated materiel management being at the Defense Fuel supply Center and with the ELC as the Coast Guard POL representative. Also see “Bulk Petroleum” and “Packaged Petroleum”.

Continued on next page

Glossary, Continued

Phase Code (1 Position A) (DoD 4100.39M)	Used to denote charges of and relationships between NSNs listed in the Catalog Management Data Notification Record.
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Physical Characteristics	Those characteristics of equipment which are primarily physical in nature, such as weight, height, length and cube.
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Physical Inventory Adjustment	The accounting transaction giving effect to the correction of an accountable balance to agree with a physical count of the items.
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Physical Security	That part of security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, facilities, materiel and documents and to safeguard them against espionage, sabotage, damage and theft.
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Pilferable Item	A controlled inventory item with a ready resale value, civilian use or application, and is subject to theft.
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Planned Program Requirements	A future requirement for materiel based on or related to an authorized program such as construction, conversion, repair, alteration, outfitting of ships, aircraft and shore units.
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Planned Requirement	A future requirement for materiel of or related to an authorized program such as construction, conversion, repair, alteration, outfitting of cutters, aircraft and shore units. May carry over into budget out year procurements.
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Planning, Programming, and Budgeting (PPB)	The three basic processes by which an activity determines its objectives and controls resources necessary to meet those objectives.
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Pre-Expended Bin (PEB) Materiel	Replaced by Shop Stock/Operating Space Items (OSI).
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Continued on next page

Glossary, Continued

Preferred Item	Used in cataloging as an item processing technical characteristics that permit its use as a replacement for another item but is itself not replaceable or substitutable.								
Pre-Inventory Survey	A survey conducted prior to the physical inventory cut-off for the purpose of checking housekeeping and other factors such as mixed stocks, questionable identity, etc., that would adversely affect the inventory.								
Preservation and Packaging	Application of adequate protective measures to prevent deterioration, including as applicable, the use of protective wrappings, cushioning, interior containers and complete identification marking up to but not including the exterior shipping containers.								
Principal Items	Major end items, weapons systems such as cutters, aircraft, tanks, missiles, etc.								
Priority Delivery Date (PDD)	The maximum standard terminal date for normal order and shipping time (depending on priority designate or used) required for a supply system to affect delivery of items to a requisitioner. See Chapter 2.								
Priority Designator (PD)	“The priority designator” (01-15) expresses the relationship between the requisitioner’s assigned force activity designator (FAD) and his selected urgency of need designator (UND), and determines the time frame within which the requisition will be processed. See Chapter 2.								
Priority Group (PG)	Established by UMMIPS and used primarily in the MILSTAMP process. The priority groups relates to the Priority Designator as follows: <table><tr><td>PD</td><td>PG</td></tr><tr><td>1-3</td><td>one</td></tr><tr><td>4-8</td><td>two</td></tr><tr><td>9-15</td><td>three</td></tr></table>	PD	PG	1-3	one	4-8	two	9-15	three
PD	PG								
1-3	one								
4-8	two								
9-15	three								

Continued on next page

Glossary, Continued

Priority Requisition	A requisition having a predetermined degree of precedence over other requisitions.
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Procurement Lead Time	<p>The time interval between initiation of the procurement action and receipt of materiel in the supply system at the destination called for in the procurement action. Procurement lead-time is comprised of two elements:</p> <ul style="list-style-type: none">a. <u>Administrative Lead Time</u>: The time interval between initiation of the replacement action and the award of a contract.b. <u>Production Lead Time</u>: The time interval between award of the contract and receipt of the materiel into the supply system at the stated destinations.
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Procurement Method Suffix Code	A code reflecting the decision of the Primary Inventory Control Activity from a planned procurement review.
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Production Lead-Time	The time interval between the placement of a contract and receipt of materiel purchases into the Supply System.
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Production Quantity (Requirement)	The quantity of RFI (Ready For Issue) reparable which must be produced from repair to satisfy requirements.
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Program Change Factor	Modifies the demand rate to compensate for known programmed changes in end item density or troop strength. It adjusts the fluctuations in density and population of the end item being supported.
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Program Manager	The staff officer at Headquarters designated by and responsible to the Program Director for the detailed management of the Coast Guard program.
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Continued on next page

Glossary, Continued

Program Requirements	The materiel required for the purpose of changing the operational capability of the Coast Guard, e.g., new facilities, aircraft, cutters and modification of equipment.
Program Stock	Materiel acquired and held in stock for the purpose of satisfying a specific program such as construction, conversion, outfitting, repair or mobilization reserve.
Project Code (MILSTRIP RP 57-59)	A project code may be assigned by a DoD Agency, the Coast Guard or GSA for special projects, programs, certain operations, exercises and maneuvers. A project code will be perpetuated from the original requisition to all other related transactions. This field may be left blank.
Property Custodial Responsibility	The obligation of an individual to keep safe and care for government property entrusted to his custody.
Property Disposal Officer	An individual who is charged with responsibility for receipt, care, handling, accounting and disposition of excess and surplus property.
Protective Clothing	Clothing especially designed, fabricated, or treated to protect personnel against hazards caused by extreme changes in physical environment, dangerous working conditions or enemy action.
Provisioning	The process of determining the range and quantity of items to support and maintain an end item of materiel for an initial period of service. It includes the identification of an item, establishing data for cataloging, technical manual and allowance list preparation and instructions for delivery of necessary support items with related end items.
Purchasing Authority	The power granted to a person to issue orders or contracts in his own right within certain limitations.

Continued on next page

Glossary, Continued

Purpose Code	A single alphabetic character used to provide a means of identifying the purpose or reason for which an inventory balance is reserved, i.e., special pools and programs, general mobilization, etc.
Quantity	The number of items requisitioned by an activity. The quantity in the MILSTRIP transaction reflected in record position 25-29.
Quantity Unit Pack Code	Indicates on the Stock Master File the number of units of issue in the unit package as established by the managing activity.
Radioactive Detection Indication And Computation (RADIAC)	A term to designate various types of radiological measuring instruments or equipment.
Rebuild	Restoring an item to a condition of serviceability equivalent to its original state.
Receipt	Acceptance of quantities of items into either a retail or wholesale supply system. Maybe either a manual or electronic methods to close a requisition.
Receiving Activity	An activity that is authorized to physically receive shipments from a carrier and tallies in, inspects and accepts materiel in a supply system.
Recoverable Items	Items of a non-expendable nature that may or may not be classified as reparable.
Recurring Demand Item	Any item for which the recorded frequency of past demands is such that it can be used to predict future demands or, lacking such demand history, technical advice has indicated that the item will be subject to random repetitive demands.

Continued on next page

Glossary, Continued

Redistribution Order	An order issued by the Inventory Manager to a distribution activity (storage point) directing release of materiel to another distribution activity.
Reference Number	Any number other than the current stock number, or circuit symbol in electronic equipment, that is used to identify a part. The most important reference numbers are manufacture's parts numbers. Reference numbers are used in the MCRL, MICA (CALMS and ERPAL) and COSAL to determine the NSN.
Referral Order	An order within supply distribution complexes for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the requisition. Differs from a Passing Order resulting from incorrect routing.
Reimbursement	An amount received, or to be received, by an agency or activity for the cost of materiel furnished or to be furnished to others.
Rejection Advice Code	A code, identifying to the originator of a transaction the reason for the rejection. The source of supply may provide amplifying guidance to the requisitioning action.
Remove-Replace-Repair Maintenance Concept	The approach to maintenance whereby a failed component is removed, replaced by an RFI spare and repaired as a maintenance action separate from and following the replacement action.
Reorder Point	The stock position which signals the need to initiate replenishment action. Reorder point includes the sum of stock represented by the safety level and the order and shipping time (equivalent to "low limit").
Repair	The restoration or replacement of parts, components, real property or equipment as necessitated by wear and tear, damage, or failure of parts, in order to maintain it in efficient operating condition.

Glossary, Continued

Repair Cost	The cost to restore an unserviceable item to serviceable status by specific repair, overhaul or rework procedures.
Repair Cycle	A series of processes occurring from the date when the item is inducted into the actual repair process until its completion as a repair item under that process.
Repair Cycle Time	The time normally required for an item to pass through the repair cycle, including any extraordinary delay awaiting parts or any intentionally extended transit, storage or repair process delays.
Repair Part	Any item, including modules and consumable materiel which has an equipment application and/or appears in an Allowance Parts List, Stock Number Sequence List, Integrated Stock List, Coast Guard drawings, or a manufacturer's technical manual. Part III of MICA (Stock Number Sequential List (SNSL) for Storeroom Items) lists repair parts and equipment related consumables normally stocked by the supply department. Any item in Part III is considered by definition to be a repair part.
Reparable	A component, module, assembly, subassembly, or equipment determined by the Coast Guard/Navy inventory control manager to be economically reparable when it becomes unserviceable.
Replacement Item	A like item supplied as a spare or repair part to replace of the original part. Replacement items may be of better quality or have greater capacity than the item replaced.
Request for Improvement in Estimated Shipping Date (ESD)	A follow-up inquiry requesting supply action to improve the estimated shipping date contained in previously furnished supply status documents.

Continued on next page

Glossary, Continued

Required Delivery Date (RDD)	The specific Julian date (other than the priority delivery date) when the materiel is required by the requisitioner. (DIC AMP)
Requirements	The quantities of materiel necessary to equip and sustain an organization in the fulfillment of its mission or tasks during a specified time.
Requirements Determination	Computing differences between gross requirements and the inventories available under the control of the inventory manager. This computation indicates if requirements and inventories are in balance, or purchase , repair or disposal action is necessary.
Requirements Objective	The maximum quantity of materiel to be on hand or on order at any given point in time except for authorized long supply stock, economic retention stock or contingency retention stock.
Requisition	The document submitted to a supply source to obtain materiel. Requisition may be transmitted by message, telephone, or radio when time is of the essence. Such requisitions will be relayed in exactly the same coded format that is specified for message requisitions. Written confirmation of receipt of these requisitions is not required and will not be forwarded.
Requisitioner	Any Coast Guard activity, afloat or ashore, with DoDAAC/RAC assigned. The requisitioner is identified in RP 30-35 of a MILSTRIP transaction through STAR/ CMplus or messages.
Requisitioning Objective	The maximum quantity of materiel to be maintained on hand and on order to sustain current operations. Requisitioning objective includes the sum of stocks represented by operating level, safety level, and order and shipping time. (Equivalent to “high limit”.)
Retail	A level of stock maintained under the supply management control at the command for local consumption.

Continued on next page

Glossary, Continued

Retail Level of Supply

Echelon of supply [submitting](#) requisitions to the wholesale level.

Revolving Fund

A fund established to finance a cycle of operations to which reimbursements and collections are returned for reuse in such a manner as to maintain the principal of the fund, e.g., working capital funds, industrial funds and loan funds.

Rotatable Pool

A selected range of reparable items, which are positioned for a specific maintenance operation, to permit the remove-replace-repair concept of maintenance for those items during the overhaul or repair of a cutter or aircraft. The range of rotatable pool items will be limited to those [items immediately](#) available in order to shorten overhaul or repair time.

Routing Identifier Code (RIC)

The “routing identifier code” is a three character alpha/numeric code used to identify the intended recipient of a requisition. Also, it may indicate the originator of status or the actual consignor of materiel.

**Safety Level
(SL)**

The term “safety level” is the quantity of materiel, in addition to the operating level required to be on hand to permit continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.

Sales Variance

The monetary difference between the actual sales price of an item and its established standard price.

Sample Inventory

A sample of items selected from an inventory list in such a manner that each item is the lot has an equal opportunity of being included in the sample. A method of physical inventory.

SALTS

Streamlined and Automated Logistics Tool Set (SALTS) is authorized for use in transmitting requisitions. Requisitions must be created in CMPlus first and then exported to SALTS. Use is restricted when deployed with DoD and STAR/ARMS is not operable.

Glossary, Continued

Scheduled Inventory	A physical inventory conducted on a group of items within a specific period of time according to an established plan.
Schedule Response Time	Interval between transmission of a repair requirement by an Inventory Manager and induction of materiel into repair by a designated overhaul point.
Scrap	Property that has no value, except for its basic materiel content, excluding precious metals.
Selected Item Management (SIM)	SIM is an inventory control principle focusing management attention on the small percentage of items that experience the majority of onboard demands for materiel.
Sensitive Item	Controlled inventory items requiring a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items, precious metals, hazardous items or highly pilferable items.
Serial Number	The last four positions of a document number assigned ranging from 0001 to 9999. Also, a unique number assigned to some end items to identify each item specifically i.e., a vehicle serial number.
Serviceable Condition	The condition codes which indicate the items in ready-for-issue condition. Serviceable codes are A, B, C and D.
Serviceable Stock	The quantity of an item in stock and in ready-for-issue condition.
Service Code	Identifies the service or agency submitting a demand. It is also used as the first position of the document number.

continued on next page

Glossary, Continued

Services	Nonmaterial requirements such as equipment, rental, commercial, telephone, ferry tickets or similar documents for services.
Service Designator Code	A single character code that identifies a service or element of a service. The letter “Z” has been established to provide identification of Coast Guard requisitioning activities.
SERVMART	A retail self-service store usually stocking office, housekeeping , janitorial supplies and tools.
Shelf-Life	The total period of time that an item may remain in the wholesale and retail storage system and still remain suitable for issue without being inspected.
Shelf-Life Code	A code assigned to a shelf-life item to specify the type of inspection, test or restorative action to be taken when the item has reached its storage shelf-life and to specify the extension of the shelf-life item period after the test or restorative action has been completed.
Shipboard Computer Aided Maintenance Program (SCAMP)	Most widely used unit level inventory, allowance, and maintenance management system. To be replaced by CMplus .
Shipment	A consignment of goods from one place, furnished under one contract or subcontract, and released to a carrier for transportation to a destination.
Shipment Status	Consists of shipping information, including the estimated shipment date or the date shipped, the transportation control number (TCN), bill of lading number, parcel post registration number, when applicable, the mode of shipment, and the port of embarkation (overseas) or date available for shipment in the United States (excluding Alaska and Hawaii).

Continued on next page

Glossary, Continued

Shipment Status Card and Materiel Release Confirmation	A dual-purpose document prescribed in MILSTRIP by which specific shipping information is furnished to the activities authorized to receive status. It is also used as a confirmation of shipping action taken by the shipper against Materiel Release Orders received from the supplying sources.
Shipping Document	An authenticated form evidencing shipment or issue from the shipping activity to an authorized receiver. This form contains, as a minimum, for each item shipped or issued, the quantity, unit of issue, unit price and total dollar value.
Shop Stock/ Operating Space Item (OSI)	Consumable items, generally of low unit cost, having a steady usage rate, which have been expended from both stock and financial records to end use and are located where they are readily accessible to shop personnel for use in manufacture or repair efforts.
Secondary Inventory Control Activity (SICA)	A code that identifies a supply control activity responsible for controlling stock levels and maintaining item accountability when supply support is furnished by a different service or agency or, in case of Defense Supply Centers, responsible for residual supply management actions not transferred to the General Services Administration (GSA).
Short Supply	The status of an item resulting from the total stock on hand plus anticipated receipts during a given period being less than the expected total demand during that period.
Signal Code	The purpose of the “signal code” is twofold. This code designates the fields (card columns) which contain the intended consignee (ship to) and the activity (bill to) to receive the bills and effect payment, when applicable. The “Bill to” activity for intra-Coast Guard transactions also may indicate the chargeable or accountable activity. All requisitions and documents will contain the appropriate signal code.

Continued on next page

Glossary, Continued

SIM DTO Item	A SIM DTO is defined as any consumable item that meets the frequency of demand criteria for a SIM item but is not stocked by the supply department, usually because of space limitations. Materiel received will be issued immediately to the using department.
Selected Item Management (SIM)	An item that has experienced a frequency of demand of two or more within the past six months or has a predictable demand frequency of two or more based on deployed or seasonal usage. Frequency of demand is defined as the number of separate times an item is issued, regardless of the quantity of each issue.
Small Purchase	The purchase of supplies and nonpersonal services when the aggregate amount involved in any one transaction does not exceed the authorized limitations.
Software	The programs and routines used to extend the capabilities of computers, such as compilers, assemblers, narrators, routines and subroutines.
Special Tools, Test Equipment and Support Equipment	Those support items that have single or peculiar application to a specific end item.
Standard Delivery Date (SDD)	The latest terminal date by which the supply system normally is expected to process a requisition and to effect delivery of materiel to a requisitioner.
Standard Price	Synonymous with unit price. A predetermined value established for each item in the stock master file. The standard price usually consists of the acquisition cost, transportation costs and surcharges for inventory losses.

Continued on next page

Glossary, Continued

Standardization

The process by which the Department of Defense achieves close cooperation among the services, Department of Defense and other government agencies for the most efficient use of research, development and production resources and agrees to adopt on the broadest possible basis the use of:

- a. Common or compatible operational, administrative and logistic procedures.
 - b. Common or compatible technical procedures and criteria.
 - c. Common, compatible or interchangeable supplies, components, weapons or equipment.
 - d. Common or compatible tactical doctrine with corresponding organizational compatibility.
-

Standard Automated Requisitioning (STAR)

A unit level requisition management system required for all Coast Guard requisitioners. Utilizes communications middleware developed for LEIS II to send and receive MILSTRAP transaction data with the ARMS via the CGDN. Bmail, and asynchronous dial up over landline, cellular, or INMARSAT. The primary tool for units to replenish inventories.

Status Codes

- a. General. “Status codes” (supply status codes) are two character alphabetic or alpha-numeric codes, which are used by inventory managers or supply sources to advise the requisitioner, consignee, or designated monitoring activity of the status of requisitions.
-

Continued on next page

Glossary, Continued

Status Codes (cont.)	<p>b. <u>Exception Supply Status</u>. Any one or any combination of the following supply availability decisions which result in a supply action other than the issue of materiel or the quantity requested:</p> <ul style="list-style-type: none">(1) Materiel obligation.(2) Procurement for direct delivery.(3) Partial issue and partial other action.(4) Substitution.(5) Change of unit of issue, stock number, cognizance symbol.(6) Requisition returned for specific cause.(7) Referral order.(8) Cancellation acknowledgment.(9) Any circumstance which indicates that issue may not be made within the time frame established for the priority.
Stockage Objective	<p>The maximum quantity of materiel to be maintained on hand to sustain current operations. This includes the sum of stock represented by the operating level and safety level.</p>
Stock Control	<p>Process of maintaining data on the quantity, location, and condition of supplies and equipment due in, on hand and backordered in order to determine availability of materiel for issue and to facilitate distribution and management of materiel.</p>
Stock Control Activity (SCA)	<p>The organizational element of a distribution system which is assigned responsibility for maintenance of inventory data on the quantity, ownership, purpose, condition and location of materiel due in, on hand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.</p>
Stock Point	<p>A distribution point for materiel.</p>
Stock Record Account	<p>A basic record, showing by item, the receipt and issuance of property, the balance on hand and such other identifying or stock control data as may be required by proper authority.</p>

Continued on next page

Glossary, Continued

Stocks	The total quantity of an item of supply held in inventory regardless of serviceability or purpose for which held.
Storage	The keeping or placing of property in a warehouse, shed or open area. Storage is a continuation of the receiving operation and is preliminary to the shipping or issuing operation.
Storeroom Item (SRI)	SRI's are allowance and non-allowance items not used in the course of daily operations and can include reparables.
Subassembly	Two or more parts which form a portion of an assembly or a component replaceable as a whole, but having a part or parts that are individually replaceable. For example: A cartridge with stylus would be a subassembly for a tone ARM (assembly) of a turntable in a music system.
Substitute Item	<p>An item that is authorized for one-time use in place of another, based on a specific application and request. Equivalent or interchangeable items are not included in the term "substitute item." No substitute will be used that may:</p> <ul style="list-style-type: none">a. void manufacturer's guarantee or warrantyb. adversely affect delicate, sensitive, or critical assembliesc. cause a danger to those around the equipment/componentd. impact sensitive or critical assemblies subject to environmental conditions, high speed, or high loads.
Suffix Code	A single character code that relates and identifies supply transactions for partial quantities to the original requisition or transaction, without duplicating or causing loss of identity of the original document number.

Continued on next page

Glossary, Continued

Supplementary Address Code

A code that indicates a specific account number or Activity Address Code for the purpose of receiving materiel or documentation. Each account will contain addresses in detail to permit shipping and billing of materiel and for mailing of documentation.

Supplies

All items necessary for the equipment, maintenance and operation of a military command, including food, clothing, equipment, arms, ammunition, fuel, materiel and machinery of all kinds.

Supply

The procurement, distribution and maintenance while in storage, and salvage supplies, including the determination of the kind and quantity of supplies needed.

- a. Producer Phase. That phase of military supply [extending](#) from a determination of requirements, to procurement schedules, to acceptance of supplies by the military services.
 - b. Consumer Phase. That phase of military supply [extending](#) from the receipt of furnished supplies by the military services through issue for use or consumption.
-

Supply Control

The process by which an item of supply is controlled within the supply system, including requisitioning, receipt, storage, stock control, shipment, disposition, identification and accounting.

Supply Demand Review (SDR)

The formal process whereby supplies are compared to current and projected requirements (demand) for the purpose of initiating supply adjustment actions such as initiation of procurement, repair or disposal action or the modification of any such previous actions.

Supply Fund

A [Revolving Fund](#) which finances inventories and required materiel and generates income by selling such materiel.

Support Director

Support Directors are responsible to the Program Directors for detailed management of a Coast Guard program.

Continued on next page

Glossary, Continued

Support Equipment	Items that are not an integral part of an end item but are required in the operation of the end item.
Support Items	Items subordinate to, or associated with, an end item, i.e., spares, repair parts, tools, test equipment, support equipment and sundry materiel required to operate, service, repair or overhaul an end item.
Support Manager	The staff officer at Headquarters designated by and responsible to the Support Director for the detailed management of the Support Program.
Surplus Property	Any excess property not required for the needs and discharge of the responsibilities of all federal agencies, including the Department of Defense, as determined by the General Services Administration.
Survey	An administrative action whereby the loss, theft or damage of government property is investigated and reviewed to establish pertinent facts and to determine the extent or absence of employee responsibility for such loss, theft or damage. A survey may also be required to report the condition of property being recommended for replacement or disposal as excess or otherwise.
System	A combination of two or more end items or equipment working together to perform an operational function.
System Stock	Materiel, repair parts and/or items of supply identified during the provisioning phase as stock worthy in support of installed equipment.
Tactical Vehicle	A vehicle having military characteristics designed primarily for use by forces in the field in direct connection with, or support of, combat or tactical operations, or the training of troops for such operations.

Continued on next page

Glossary, Continued

Technical Assistance	The providing of advice, assistance and training pertaining to the installation, operation, and maintenance of equipment.
Technical Characteristics	Those characteristics of equipment which pertain primarily to the engineering principles involved in producing equipment possessing desired military characteristics, e.g., for electronic equipment, technical characteristics include such items as circuitry and types and arrangement of components.
Teleprocessing	The combination of telecommunications and computer operations interfacing in the automatic processing, reception and transmission of data and information.
Terminal Item	An item in stock for which future procurement is not authorized. However, requisitions for that item may continue to be submitted and honored until all stocks have been exhausted or disposed of.
Tools and Test Equipment	Those support items that are not an integral part of an end item but are required to inspect, test, calibrate, service, repair or overhaul an end item.
Total Item Record (TIR)	The segment of the Federal Logistics Information System (FLIS) Data Bank containing the sum of total information, words, codes and numbers, for an item.
Total Materiel Assets	The total quantity of an item available in the military system world wide and all funded procurement of the item with adjustments to provide for transfers out of or into the inventory through the appropriation and procurement lead time periods. It includes peace time force materiel assets and war reserve stock.
Total Materiel Requirement	The sum of the peacetime force materiel requirement and the war reserve materiel requirement.

Continued on next page

Glossary, Continued

Traffic Management	The direction, control and supervision of all functions pertaining to the procurement and use of freight and passenger transportation services.
Transportation Operating Agencies	<p>Military and civil agencies are:</p> <ol style="list-style-type: none">Department of the Army - Military Traffic Management and Terminal Services.Department of the Navy - Military Sealift Command.Department of the Air Force - Military Airlift Command.Civil - Those federal agencies having responsibilities under national emergency conditions for the operational direction of one or more forms of transportation. They are also referred to as Federal Modal Agencies or Federal Transport Agencies.
Unauthorized Procurement Action	Contracts made by individuals without contracting or purchasing authority or by contracting officers in excess of the limits of their delegated authority.
Uniform Materiel Movement and Issue Priority Systems (UMMIPS)	A system that ensures materiel requirements are processed in accordance with the mission of the requiring activity and the urgency of need. It also establishes maximum requisition processing and materiel movement standard time frames.
Unit	<ol style="list-style-type: none">Any military element whose structure is prescribed by competent authority.An organizational title of a subdivided group within a task force.A standard of basic quantity into which an item of supply is divided, issued or used. In the meaning, also called unit of issue.
Unit of Issue (UI)	Reflects the types of units under which materiel is issued. Unit of Issue codes are contained in the applicable catalogs or stock lists.

Continued on next page

Glossary, Continued

Unit Pack	A consolidated quantity starting a specific pack which contains specific quantities of units. For example, a unit of beer would be one each or one can. A unit pack would consist of six units (for a 6-pack) or 24 units, making up a case.
Unit Price	The price of the individual item of supply per unit of issue.
Urgency of Need Designator (UND)	An alphabetic character that relates to the urgency of need as determined by a requisitioner using the criteria prescribed by the Uniform Materiel Movement and Issue Priority System (UMMIPS). See Chapter 2.
Vendor	An individual, partnership, corporation or other entity that sells property to the government.
Vendor Item	An item which is used in or attached to the end item produced by the contractor under this contract and which is procured by the contractor on the open market or from established sources and for which the contractor is not the design activity.
War Materiel Requirement	The quantity of an item required to support the approved United States force structure and those Allied forces through the period prescribed for war materiel planning purposes. It includes the materiel required to equip and provide a materiel pipeline for the M- Day (Mobilization Day) forces (authorized peace time forces, both active and reserve, on M- Day minus one day), to support planned mobilization and to sustain in training, combat and combat support operations as applicable, all United States forces and Allied forces designated in current Secretary of Defense guidance.

Continued on next page

Glossary, Continued

War Reserve Materiel Requirement	The quantity of an item, in addition to the M-Day force materiel requirement, required to be in mobilization, to expand the materiel pipeline and to sustain training, combat and combat support operations, as applicable, the approved United States force structure (active and reserve) and those Allied forces designated for United States materiel support, through the period and at the level of support prescribed for war materiel planning purposes.
War Reserves	Stocks of materiel amassed in peace time to meet the increase in military requirements consequent upon an outbreak of war. War reserves are intended to provide the interim support essential to sustain operations until resupply can be effected.
Weapon System	A weapon and those components required for its operation. The term is not precise unless specific parameters are established.
Weapon Systems File (WSF)	The configuration baseline of a vessels systems/components, initially established by planners and shipbuilders. Cutter configuration baseline data collected during the planning and building phases is held in the WSF, a computerized data base operated by the Navy Inventory Control Point (NAVICP), Mechanicsburg, PA. The files contain the configuration of a cutter's systems and equipment, technical data about each system, a list of higher and lower applications that the system is part of, and component characteristics for each equipment.
Wholesale	A level of stock under the supply management control of an ICP irrespective of the physical location of the stock.
Working Capital Fund	A revolving fund established to finance inventories of supplies and other stores or to provide working capital for industrial type activities.

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